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	BULACAN AGRICULTURAL STATE COLLEGE	Rev. No.: 00
	Pinaod, San Ildefonso, Bulacan 3010	Effectivity Date: 06/03/2019
NOTICE OF VACANT POSITION		

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The **Bulacan Agricultural State College** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Status	Qualification Standards			
		Education	Work Experience	Training	Eligibility
ADMINISTRATIVE ASSISTANT II (Human Resource Management Office) BNASCB-ADAS2-2-2022	SG 8	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
Brief Description of the General Function of the Position	Assists in all administrative functions of all HR Pillars; Providing clerical and administrative support to HR associates and HRMO Director; Assists in the compiling and updating of employee's records(hard & soft copies); Assists in the coordination of HR processes (meetings, deliberations etc.)				

For interested applicants, send your application letter and the following documents to the address below not later than February 03, 2023. Applications with incomplete requirements shall not be considered/processed for evaluation.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of Certificate of Eligibility /Rating/license; and
4. Photocopy of Transcript of Records.

As an equal opportunity agency, applicants will not be discriminated on account of gender, sexual orientation, civil status, disability, religion, ethnicity or political affiliation, provided however that they meet the minimum requirements of the position to be filled.

Submit the following documentary requirements in a clean, unmarked long brown envelope to:

Dr. Jameson H. Tan
President III
 Bulacan Agricultural State College
 Pinaod, San Ildefonso, Bulacan

Date posted: January 24, 2023