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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 (Property Custodian) BNASCB-ADAS2-3-2022	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	Relevant MC 11 s. 1996 Career Service (Sub-Professional) /First Level Eligibility
Brief Description of the General Function of the Position	Plans programs, procurement of supplies and equipment, repair and maintenance of equipment and implements rules and regulation relating to procurement, payment, storage, issuance, etc.; Supervises and coordinates personnel assigned to canvass and procure, issue supplies, materials and equipment and sees to it that appropriate documents relative thereto are properly accomplished; Reviews purchase orders and vouchers for payment and supervises rendition of reports of delivery; Supervises the conduct of yearly inventory of equipment, renders reports of losses and imperishable equipment and manage disposal thereof; secure insurance for building, equipment and motor vehicle; and performs other duties the superior may assign.				

For interested applicants, send your application letter and the following documents to the address below not later than January 28, 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 19, 2023