

	Republic of the Philippines	Document No.: BASC-HRM-QSF-12
	<b>BULACAN AGRICULTURAL STATE COLLEGE</b>	Rev. No.: 00
	Pinaod, San Ildefonso, Bulacan 3010	Effectivity Date: 06/03/2019
<b>NOTICE OF VACANT POSITION</b>		

## NOTICE OF VACANT POSITION

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
<b>ADMINISTRATIVE ASSISTANT III</b> (Office of the Vice President Academic Affairs)  BNASCB-ADAS3-4-2022	SG 9	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	Prepares information for internal and external communication including memoranda, emails, and reports; Acts as point of contracts among executives, employees and other stakeholders; Assists the immediate head on their various meeting, agendas and commitments and prepares minutes of meetings.				

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](http://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