

	Republic of the Philippines	Document No.: BASC-HRM-QSF-12
	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
ATTORNEY IV BNASCB-ATY4-26-2022	SG 23,	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	R A 1080
Brief Description of the General Function of the Position	Handles all legal matters concerning the College (across all Division); Handles all court cases and represent the College in cases and proceedings before courts, tribunals and other administrative bodies; Drafts and reviews contracts, agreements, and issuances of the College; Reviews policies and guidelines adopted by the College; Leads administrative investigations and recommends disciplinary actions against erring employees; Provides legal support in administrative proceedings before other government agencies; Issues opinions on the interpretation and application of laws, rules, regulations and office guidelines; and Prepares memoranda, orders, circulars and other related documents.				

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