

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

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
CHIEF ADMINISTRATIVE OFFICER (Admin & Finance) BNASCB-CADOF-24-2022	SG 24	Master’s Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service (Professional) Second Level Eligibility
Brief Description of the General Function of the Position	Directs and supervises the activities of the Financial Administrative Division specifically on accounting, budgeting and resources allocation, personnel management, property acquisition and utilization and other office services; Gives advice on administrative matters to the Director and Staff; Assists the Director in developing broad and specific plans for the College concerning resources management; Assists the Director in the formulation and implementation of administrative policies covering property and supply management, personnel and records management, accounting, budgeting, fiscal management and office management; Implements administrative policies, rules and regulations; Recommends to the Director for approval, disbursements requisition of supplies and equipment, purchase orders, all other matters financial in character, or approves the same when the Director so instructs; Informs/updates employee of the CS rules and regulations and other personnel action; and performs other duties that may be assigned.				

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