

	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
PLANNING OFFICER I (Planning and Development Office) BNASCB-PLO1-12-2022	SG 11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Brief Description of the General Function of the Position	Gathers needed information and statistics from different offices necessary in the development of project plan/programs; Assists in developing project plans or programs whenever necessary; Prepares preliminary evaluation of all reports and other project development materials received and gathered; Assists in coordinating activities of different offices/units; and performs other duties as 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