

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

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
6 ADMINISTRATIVE AIDE VI	SG 6,	Completion of two years studies in College	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	Performs repetitive and routine clerical tasks. Sorts, indexes and files correspondence, records and other documents. Checks and verifies communication on forms, emails and other records. Record incoming and outgoing documents. Files letters and routine endorsements. Assists walk-in visitors regarding their queries and concerns. Answers queries from phone-in clients concerning services offered and other information about the college. Refers clients to the office/official/faculty/staff concerned.				

For interested applicants, send your application letter and the following documents to the address below not later than May 23, 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
humanresource@basc.edu.ph

Date posted: May 11, 2023