

	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		

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
ADMINISTRATIVE OFFICER I BNASCB-ADOF1-11-2022	SG 10,	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	Be in the frontline of general services related activities. Act on concerns and issues on utilities to ensure uninterrupted provision of necessary utilities (electricity, water, etc). Conduct building/office and equipment preventive maintenance to determine and management thereof. Administer cleanliness, sanitation and housekeeping of the College campus including all facilities. Conduct routine technical inspection for the purpose of early identification and rectification of defects and formulate preventive action.				

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