

	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

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 IV BNASCB-ADOF4-32-2022	SG 15,	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours relevant training	Career Service (Professional) Second level Eligibility
Brief Description of the General Function of the Position	Administers quality control programs to ensure accuracy and timeliness of data. Oversees quality assurance and compliance activities. Develops and conducts personnel training as new program policies and procedures are implemented. Evaluates and monitors functions of other divisions to guarantee timely compliance with assigned tasks, goals and objectives. Analyzes, interprets and reports data to management and participate in corrective action planning. Identify and modify quality control procedures to meet changing needs. Provides technical guidance and assistance during the quality review process. Perform related work as assigned.				

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