

	Republic of the Philippines <b>BULACAN AGRICULTURAL STATE COLLEGE</b> Pinaod, San Ildefonso, Bulacan 3010	Document No.: BASC-HRM-QSF-12
		Rev. No.: 00
	<b>NOTICE OF VACANT POSITION</b>	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
<b>LEGAL ASSISTANT II</b>  BNASCB-LEA2-14-2022	SG 12,	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses.	None Required	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	Career Service (Professional) Second Level Eligibility
Brief Description of the General Function of the Position	Receives, records, and routes documents addressed to the Legal Unit. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. Prepares or encodes into electronic format word documentation and other presentation materials. Coordinates meetings and appointment with external parties. Prepare simple/basic correspondence and communications.Logs concern brought to the office and follow through on inquires.				

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](http://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](mailto:humanresource@basc.edu.ph)

Date posted: May 11, 2023