

	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>SUPERVISING ADMINISTRATIVE OFFICER</b>  BNASCB-SADOF-7-2022	SG 22,	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours relevant training	Career Service (Professional) Second level Eligibility
Brief Description of the General Function of the Position	Support the Chief Administrative Officer in ensuring the smooth operation of all units under Finance and Administrative. Align work outputs and processes to the division and ensure conformance to internal and external policies that are applicable to the division, Review, develop and recommend internal work processes, guidelines, standards, policies and procedures that are applicable to the division in compliance with the guidelines of QMS. Prepare the work and financial plan and project procurement management plan for the division. Provides inputs in rating the performance of subordinates. Identifies performance gaps and proposes staff development.				

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