

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

The **Bulacan Agricultural State College** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/Status	Qualification Standards			
		Education	Training	Experience	Eligibility
<b>ADMINISTRATIVE OFFICER II (Accounting Analyst)</b>  ADMINISTRATION AND FINANCE  BNASCB-ADOF2-6-2018	SG 11	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	Responsible for maintaining and analyzing financial transactions, ledger and reports. Assist in maintaining basic and subsidiary accounting, records and books of accounts to reflect accurate and current financial information required by auditors. Assist in the coordination and reporting requirements with GSIS, BIR, COA and other agencies as necessary and Perform other duties of a regular as may be assigned from time to time.				

For interested applicants, send your application letter and the following documents to the address below not later than March 13, 2025. 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: March 4, 2025