

	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	Training	Experience	Eligibility
<b>ADMINISTRATIVE OFFICER III</b> (Supply Officer II)  SUPPLY & PROPERTY MANAGEMENT UNIT  BNASCB-ADOF3-10-2022	SG 14	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
Brief Description of the General Function of the Position	Plans programs, procurement of supplies and equipment, repair and maintenance of equipment and implements rules and regulations relating to procurement, payment, storage, issuance, etc. Supervises and coordinates personnel assigned to canvass and procure, issue supplies, materials and equipment and sees to it that appropriate documents relative thereto are properly accomplished. Reviews purchase orders and vouchers for payment and supervises rendition of reports of delivery. Performs other duties that superior may assign.				

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