



## NOTICE OF VACANT POSITION

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>Board Secretary I</b>	SG 14 /RP	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	CS Professional
Brief Description of the General Function of the Position	Preparation of agenda of meetings and all other necessary documents and materials upon orders of the President and/or Presiding Officers, consolidation and dissemination of the minutes of the meetings to the parties concerned, maintenance of all records of the Board and execution of other related secretariat functions and duties..				

For interested applicants, send your application letter and the following documents to the address below not later than July 12, 2019. Applications with incomplete requirements shall not be considered/processed for evaluation.

1. Letter of Application (addressed to: **The President, Bulacan Agricultural State College**)
2. Latest Personal Data Sheet (PDS) with 2x2 ID picture
3. Service Record / Employment Certificate, whichever is applicable
4. Transcript of Records / School Diploma
5. Copy of Certificate of Eligibility / Board Rating
6. Copies of Certificates of Training / Seminars attended
7. Individual Performance Commitment and Review (IPCR) for Government Transferees
8. Performance Appraisal / Evaluation for other applicants

**Submit** the following documentary requirements in a clean, unmarked long brown envelope to :

**Mrs. Minerva D. Arcilla**

Administrative Officer V-Human Resource Management Officer

Bulacan Agricultural State College-Admin. Bldg.

Pinaod, San Ildefonso, Bulacan

Date posted : July 3, 2019