



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE

San Ildefonso, Bulacan 3010

Telefax: (044) 762-1427

Website: www.basc.edu.ph

BASC FILE COPY

April 1, 2019

DULCE J. COCHON
Director II
CSC Field Office of Malolos
Malolos, Bulacan



Madam:

The *Bulacan Agricultural State College (BASC)* has the honor to submit herewith the job vacancies of this College for publication purposes in the Bulletin being printed and circulated by your Office.

Very truly yours,


MINERVA D. ARCILLA
Administrative Officer V

Incl.: As stated

Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Bulacan Agricultural State College in the CSC website:

(Signature)
MINERVA D. ARCILLA
Administrative Officer V

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III	ADAS3-4-2015	9	17,975	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		BASC
2	Board Secretary I	BS1-6-201	14	27,755	Bachelor's Degree in the area of specialization	4 hours of relevant training	1 year of relevant experience	CS Professional		BASC

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 31, 2019.

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;
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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MINERVA D. ARCILLA
Administrative Officer V
Pinaod, San Ildefonso, Bulacan
www.basc.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.