



## 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>Administrative Officer IV</b>	SG 15, Permanent	Bachelor's Degree	1 year relevant experience	4 hours relevant training	CS Professional
Brief Description of the General Function of the Position	Provides administrative support in a variety of functions, collects, reviews and analyze complex, creates reports, charts, budget and other presentation materials and attend to all matters that may be delegated from time to time.				
<b>Administrative Assistant III</b>	SG 9, Permanent	Completion of two years in college	1 year relevant experience	4 hours relevant training	CS Sub-Professional
Brief Description of the General Function of the Position	Organize office and assists immediate superior in ways that optimize procedure; create and update records ensuring accuracy and validity of information ; assists in the preparation of regularly scheduled reports and attend to all matters that may be delegated from time to time.				

For interested applicants, send your application letter and the following documents to the address below not later than June 11, 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 :

Approved for posting :

**OFFICE OF THE PRESIDENT**

May 27, 2019