



### 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>Instructor I</b><br>College of Agriculture <ul style="list-style-type: none"> <li>• BS Agriculture major in Soil Science</li> <li>• Veterinary Medicine/ Animal Science</li> </ul> | SG12  | Master's Degree in the area of Specialization | None required   | None Required | RA 1080     |
| Brief Description of the General Function of the Position   | Prepares course outlines/syllabus and provides instruction to students; Administers quizzes and examinations and submit grades and other pertinent reports on time. |   |                 |               |             |
| <b>Instructor I</b><br>Institute of Management <ul style="list-style-type: none"> <li>• Certified Public Accountant (CPA)</li> </ul>  | Contract of Service (Part-Timer)  | Master's Degree in the area of Specialization | None required   | None Required | RA 1080     |
| Brief Description of the General Function of the Position   | Prepares course outlines/syllabus and provides instruction to students; Administers quizzes and examinations and submit grades and other pertinent reports on time. |   |                 |               |             |

For interested applicants, send your application letter and the following documents to the address below until July 24, 2020. 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
8. Transferees
9. Performance Appraisal / Evaluation for other applicants

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

**Jameson H. Tan**  
**President**  
 Bulacan Agricultural State College-Admin. Bldg.  
 Pinaod, San Ildefonso, Bulacan

Date posted : July 9, 2020