

	Republic of the Philippines BULACAN AGRICULTURAL STATE COLLEGE Pinaod, San Ildefonso, Bulacan 3010	Document No.: BASC-HRM-QSF-12
		Rev. No.: 00
	NOTICE OF VACANT POSITION	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	Work Experience	Training	Eligibility
Registrar III	SG18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional / Second Level Eligibility
Duties and Function of the Position	<ul style="list-style-type: none"> Keeps all students' records up-to-date. Subjects grades and units earned by the students should be recorded immediately in the permanent records of the students. Examines credentials for purposes of registration and enforces entrance requirements. Check on the credentials and find out if they are properly accomplished and duly signed by the registrar/principal or the person specifically assigned to do this. Take up with the office matters regarding recommendations of Deans and Principals on students' overload cross enrolment, admission of students from other schools transfer of students after the enrolment period, etc. Prepares and submits all reports (on the prescribed form) on enrollment, attendance, students' load promotion and all other data which may be requested from time to time. Enforces, Supervise and Oversee the online enrolment system, process and procedure, regulations regarding enrolment, student's load transfer, promotion, subject sequence, suspension, dismissal of students, and other disciplinary measures in cooperation with the institute concerned in the same college. Performs other functions assigned by supervisor. 				

For interested applicants, send your application letter and the following documents to the address below not later than June 21, 2021. 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 (with work experience sheet)
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

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:

Jameson H. Tan
President
 Bulacan Agricultural State College
 Pinaod, San Ildefonso, Bulacan

Date posted : June 10, 2021