ANNOUNCEMENT OF VACANCY

Position : Administrative Aide VI (Clerk III)  
Unit : BUCM

JOB DESCRIPTION:

1. Under the supervision of the Dean, prepares and lay-out certificates, programs and other data, and documents College activities.
2. Records incoming and outgoing communications, organize and updates office files.
3. Prepares travel orders, letters, requests for approval of activities, notice and minutes of meetings, etc.
4. Prepares evaluation, reports and compilations of activity documents of the College including research & extension departments.
5. Prepares and process documents for faculty applications.
6. Assists in the communications for College Student Admissions.
7. Does related assignments that may be given from time to time.

JOB REQUIREMENTS :

Education : A graduate of any Bachelor's Degree
Experience : 1 year of relevant experience
Eligibility : Career Service (Sub-Professional)
Training : 1st Level Eligibility
 Others : 10 hours of relevant training
          : Computer Literate (with knowledge in Word, Excel, and PowerPoint)

Interested persons may submit their application letter together with the necessary supporting credentials such as Certificate of Eligibility, Certification/s of Work Experience from previous employer/s, Certificate of Trainings, Official Transcript of Record, Diploma and a self-addressed stamped envelope to the Office of the President, Bicol University, Legazpi City.

Date of Publication : FEB 11 2016
Deadline of Submission of Application : FEB 20 2016

COPY FURNISHED:

BUGS  IPESR  BUPC  CBEM  CENG  BUGC
BUCAL  BUCE  BUCAF  CSSP  ESC  BUCM
BUCN  BUCS  BUTC  CIT  RDC  BUIA
ANNOUNCEMENT OF VACANCY

Position: Administrative Aide IV (Clerk II)  
Unit: BUCM  
Item No.: BUB-ADA4-21-2004  
Salary Grade: 4

JOB DESCRIPTION:
1. Under the supervision of the Administrative Officer, is responsible for taking charge of administrative and clerical tasks and other related activities in the Administrative Office.
2. Performs highly skilled and responsible clerical work such as preparation of correspondences, encoding, filing or record posting.
3. Prepares and computes vouchers and payrolls for Job Orders including remittances for HDMF, PHIC premiums and loan repayments.
4. Prepares vouchers for various claims like travels, monthly utility bills, security services, RETE, reimbursements and other related claims.
5. Assists in the preparation and processing of financial claims, vouchers, payroll, pay vouchers for salaries, PERA, incentives and other benefits, including remittances of premiums and loan payments/repayments to various related agencies/institutions.
6. Assist in the updating of index of payments for salaries of employees.
7. Assist in the timely remittance of mandatory and other contributions.
8. Does related assignments that may be given from time to time.

JOB REQUIREMENTS:

Education: A graduate of any Bachelor's degree
Experience: 1 year of relevant experience
Eligibility: Career Service (Sub-Professional)  
1st Level Eligibility
Training: 8 hours of relevant training
Others: Computer Literate (with knowledge in Word, Excel, and PowerPoint)

Interested persons may submit their application letter together with the necessary supporting credentials such as Certificate of Eligibility, Certification/s of Work Experience from previous employer/s, Certificate of Trainings, Official Transcript of Record, Diploma and a self-addressed stamped envelope to the Office of the President, Bicol University, Legazpi City.

Date of Publication: FEB 11 2016  
Deadline of Submission of Application: FEB 20 2016

COPY FURNISHED:

_____ BUGS  _____ IPESR  _____ BUPC  _____ CBEM  _____ CENG  _____ BUGC  
_____ BUCAL  _____ BUCE  _____ BUCAF  _____ CSSP  _____ ESC  _____ BUCM  
_____ BUCN  _____ BUCS  _____ BUTC  _____ CIT  _____ RDC  _____ BUIA
ANNOUNCEMENT OF VACANCY

Position: Administrative Aide III (Clerk I)  
Unit: BURDC  
Item No.: BUB-ADA3-40-2004  
Salary Grade: 3

JOB DESCRIPTION:

1. Perform task inherent to the operation and functions of the Project Monitoring and Databanking Unit (PMDU) of the BURDC;
2. Assist in the conduct and facilitation of trainings, conferences, seminars and similar R&D related activities;
3. Prepare correspondences and endorsements and encode RD&E-related data; and
4. Does related assignments that may be given from time to time.

JOB REQUIREMENTS:

Education : Any Bachelor's Degree  
Experience : Two Years Related Experience in R&D related support activities  
Eligibility : CSC Sub-Professional (Professional Level is an Advantage)  
Training : 12 hours of related trainings  
Others : Computer Literate (with knowledge in Word, Excel, and PowerPoint)

Interested persons may submit their application letter together with the necessary supporting credentials such as Certificate of Eligibility, Certification/s of Work Experience from previous employer/s, Certificate of Trainings, Official Transcript of Record, Diploma and a self-addressed stamped envelope to the Office of the President, Bicol University, Legazpi City.

Date of Publication: FEB 11 2016  
Deadline of Submission of Application: FEB 20 2016

COPY FURNISHED:

____ BUGS ____ IPESR ____ BUPC ____ CBEM ____ CENG ____ BUGC  
____ BUCAL ____ BUCE ____ BUCAF ____ CSSP ____ ESC ____ BUCM  
____ BUCN ____ BUCS ____ BUTC ____ CIT ____ RDC ____ BUIA