

Republic of the Philippines  
**BICOL UNIVERSITY**  
 Legazpi City

**ANNOUNCEMENT OF VACANCY (Republication)**

Position & Item Nos.	Office	Salary Grade	Job Descriptions	Qualification Standards				
				Education	Work Experience	Training	Eligibility	Others
Administrative Aide IV  BUB-ADA4-35-2004	BUCE Dean's Office	4	1. Serves as front desk staff for receiving and disseminating communications and other pertinent documents. 2. Monitor and maintain records of incoming and outgoing communications and other pertinent documents. 3. Responsible for taking charge of administrative and clerical tasks and other related activities. 4. Perform highly skilled and responsible clerical work such as encoding, filing, and records posting. 5. Does related assignments that may be given from time to time.	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional  1st Level Eligibility	
<b>Brief description of the General Functions of the Position</b>								
Performs administrative and clerical functions.								
<b>Required Competencies:</b>								
<u>Core Competencies</u> Exemplifying /Demonstrating Integrity – Basic Delivering Service Excellence and Clientele Satisfaction and Adherence to Quality Standards – Basic  <u>Organizational Competencies</u> Planning and Delivering – Basic Demonstrating Personal Effectiveness – Basic				<u>Functional Competencies</u> Service Delivery - Basic Records Management – Basic Computer Skills – Basic Written Communications – Basic Oral Communications – Basic				

**ARNULFO M. MASCARIÑAS**  
 SUC President IV

Interested and qualified applicants should signify interest in writing attached with the following supporting documents and a self-addressed stamped envelope to the address below.

**DR. ARNULFO M. MASCARIÑAS**  
 SUC President IV  
 2/F General Administration and Support Services Bldg.,  
 Main Campus, Bicol University, Legazpi City

**Documents:**

1. Fully accomplished Personal Data Sheet with recent passport-sized picture; (CS Form 212 revised 2017) which can be downloaded at the <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 2. Photocopy of Certificate of Eligibility/License;	3. Photocopy of Diploma and Transcript of Records; 4. Photocopy of training certificates; and 5. Photocopy of certificate of Employment from previous employment.
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**APPLICATION WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.**

*"We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristics protected by law."*

Date of Publication:     JUL 18 2022    

Deadline of Submission of Applications:     JUL 28 2022    

**Copy Furnished for Publication:**

BUGS \_\_\_\_\_ IPESR \_\_\_\_\_ BUPC \_\_\_\_\_ CBEM \_\_\_\_\_ CENG \_\_\_\_\_ BUGC \_\_\_\_\_  
 BUCAL \_\_\_\_\_ BUCE \_\_\_\_\_ BUCAF \_\_\_\_\_ CSSP \_\_\_\_\_ EMD \_\_\_\_\_ BUCM \_\_\_\_\_  
 BUCN \_\_\_\_\_ BUCS \_\_\_\_\_ BUTC \_\_\_\_\_ CIT \_\_\_\_\_ RDMD \_\_\_\_\_ BUIDeA \_\_\_\_\_  
 BUOU \_\_\_\_\_ BUJMRIGD \_\_\_\_\_