

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-ADA4-48-2004 BUB-ADA4-22-2004	BUGASS (Office of the University Registrar)	4	<ol style="list-style-type: none"> Checks/reviews the transcript of records of graduates and non-graduates and photocopy OTR in final form and initial the same for final signature of the University Registrar. Encodes/Types Transcript of Records, Certifications and Diploma requests. Prepares certification, authentication and verification's requests. Performs a variety of skilled clerical tasks which include preparing office correspondences, endorsements, memoranda, and other papers and documents, records keeping and other similar works. 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	

Brief description of the General Functions of the Position

Student Registration, Custodian of Student's records and other documents relating to students and transcript and diploma production

Required Competencies:

Core Competencies

Exemplifying /Demonstrating Integrity – Basic
 Delivering Service Excellence and Clientele Satisfaction and Adherence to Quality Standards – Basic

Organizational Competencies

Planning and Delivering – Basic
 Demonstrating Personal Effectiveness – Basic
 Writing Effectively – Basic

Functional Competencies

Interpersonal Skills – Basic
 Service Delivery – Basic
 Attention to Detail – Basic
 Communication – Basic
 Records Management - 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:

6. Fully accomplished Personal Data Sheet with recent passport-sized picture; (CS Form 212 revised 2017) which can be downloaded at the www.csc.gov.ph)	8. Photocopy of Diploma and Transcript of Records; 9. Photocopy of training certificates; and 10. Photocopy of certificate of Employment from previous employment.
7. Photocopy of Certificate of Eligibility/License;	

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."

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Deadline of Submission of Applications: JUL 2 8 2022