

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 VI BUB-ADA6-22-2004	BUGASS (Office of the University Registrar)	6	1. Prepares technical and confidential correspondence. 2. Checks/reviews transcript of records, certifications, diploma transmitted by the colleges/units and photocopy it in the official form and initial the same for final signature. 3. Encodes/Types/Reviews the following (2 <sup>nd</sup> issuances): a. Transcript of Records of Graduates/Non-graduates of the University b. Certifications (Course Descriptions, units earned, Translations, subjects taken, GWA) 4. Performs highly skilled and responsible clerical work. 5. Performs other duties that may be assigned 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>								
Student Registration, Custodian of Student's records and other documents relating to students and transcript and diploma production								
<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>Functional Competencies</u> Interpersonal Skills – Basic Service Delivery – Intermediate Attention to Detail – Basic Communication – Basic Records Management – Basis				
<u>Organizational Competencies</u> Planning and Delivering – Basic Demonstrating Personal Effectiveness – Basic Writing Effectively – 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:**

c. 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>	e. Photocopy of Diploma and Transcript of Records; f. Photocopy of training certificates; and g. Photocopy of certificate of Employment from previous employment.
d. 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."*

Date of Publication:     JUL 18 2022    

Deadline of Submission of Applications:     JUL 28 2022