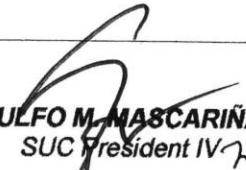


Republic of the Philippines
BICOL UNIVERSITY
 Legazpi City

ANNOUNCEMENT OF VACANCY (Republication)

Position & Item Nos.	Office	Salary Grade	Job Descriptions	Qualification Standards				
				Education	Work Experience	Training	Eligibility	Others
Administrative Aide IV BUB-ADA4-9-2004	BUTC	4	1. Under the supervision of the immediate supervisor, is responsible of taking charge of administrative and clerical tasks and other related activities in an assigned unit/office. 2. Performs highly skilled and responsible clerical work such as preparation of correspondences, encoding, filing or record posting. 3. 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								
Performs administrative and clerical functions.								
Required Competencies:								
<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 - Basic Attention to Detail – Basic Records Management – Basic Computer Skills - Basic				
<u>Organizational Competencies</u> Planning and Delivering – Basic Demonstrating Personal Effectiveness – 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:

4. 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)	6. Photocopy of Diploma and Transcript of Records; 7. Photocopy of training certificates; and 8. Photocopy of certificate of Employment from previous employment.
5. 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 1 8 2022**

Deadline of Submission of Applications: **JUL 2 8 2022**

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 BUCAL _____ BUCE _____ BUCAF _____ CSSP _____ EMD _____ BUCM _____
 BUCN _____ BUCS _____ BUTC _____ CIT _____ RDMD _____ BUIDeA _____
 BUOU _____ BUJMRIGD _____