

Republic of the Philippines
BICOL UNIVERSITY
 Legazpi City

ANNOUNCEMENT OF VACANCY

Position & Item Nos.	Office	Salary Grade	Job Descriptions	Qualification Standards				
				Education	Work Experience	Training	Eligibility	Others
Administrative Aide III BUB-ADA3-40-2004	BUTC	3	1. Serves as front desk staff receiving and disseminating communications and other 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 works such as encoding, filing and records posting. 5. Does related assignments that may be given from time to time.	Completion of two-year studies in college	None required	None required	Career Service Sub-Professional First Level Eligibility	Computer Literate

Brief description of the General Functions of the Position

Performs clerical functions.

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

Functional Competencies

Interpersonal Skills – Basic
 Service Delivery - Basic
 Communications – Basic
 Records Management – Basic
 Computer Skills - 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 www.csc.gov.ph)	3. Photocopy of Diploma and Transcript of Records;
2. Photocopy of Certificate of Eligibility/License;	4. Photocopy of training certificates; and
	5. Photocopy of certificate of Employment from previous employment.

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: MAR 19 2023

Copy Furnished for Publication:

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