

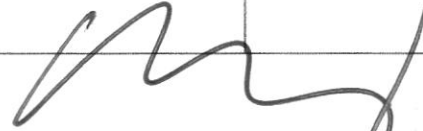
Republic of the Philippines
BICOL UNIVERSITY
 Legazpi City

ANNOUNCEMENT OF VACANCY (Republication)

Position & Item Nos.	Office	Salary Grade	Job Descriptions	Qualification Standards				
				Education	Work Experience	Training	Eligibility	Others
Administrative Aide I BUB-ADA1-4-2004	BUGASS	1	1. Maintain the cleanliness of the building and surroundings. 2. Collects/delivers intra-office correspondence, documents, and other materials. 3. Does related assignments that may be given from time to time.	Must be able to read and write	None required	None required	None required	

Brief description of the General Functions of the Position

Required Competencies:	
Core Competencies Exemplifying/Demonstrating Integrity – Basic Delivering Service Excellence and Clientele Satisfaction and Adherence to Quality Standards – Basic	Functional Competencies Attention to Detail – Basic Service Delivery – Basic
Organizational Competencies Demonstrating Personal Effectiveness - Basic	


BABY BOY BENJAMIN D. NEBRES III
 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. BABY BOY BENJAMIN D. NEBRES III
 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 2016) which can be downloaded at the www.csc.gov.ph) 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.

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: MAR 2 1 2023

Deadline of Submission of Applications: MAR 3 1 2023

Copy Furnished for Publication:

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| BUCN _____ | BUCS _____ | BUTC _____ | CIT _____ | RDMD _____ | BUIDeA _____ |
| BUOU _____ | BUJMRIGD _____ | | | | |

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