

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-ADA4-36-2004	BUGASS (PDMO)	4	1. Responsible for incoming and outgoing communications and other pertinent documents. 2. Responsible for monitoring and maintaining records of quality documents for update and filing. 3. Responsible for taking charge of administrative and clerical tasks and other related activities. 4. Perform highly skilled and responsible clerical work such as encoding, filing and records posting. 5. 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:**

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

Service Delivery - Basic  
 Records Management – Basic  
 Computer Skills – Basic  
 Communications – Basic  
 Interpersonal Skills – 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 2017) which can be downloaded at the <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> )	3. Photocopy of Diploma and Transcript of Records; 4. Photocopy of training certificates; and 5. Photocopy of certificate of Employment from previous employment.
2. 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: APR 13 2023

Deadline of Submission of Applications: APR 23 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 _____				