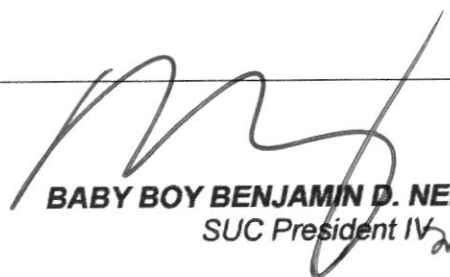


ANNOUNCEMENT OF VACANCY

Position & Item Nos.	Office	Salary Grade	Job Descriptions	Qualification Standards					
				Education	Work Experience	Training	Eligibility	Others	
Administrative Aide VI BUB-ADA6-25-2023 BUB-ADA6-26-2023 BUB-ADA6-27-2023 BUB-ADA6-28-2023 BUB-ADA6-29-2023 BUB-ADA6-30-2023 BUB-ADA6-31-2023 BUB-ADA6-32-2023 BUB-ADA6-33-2023 BUB-ADA6-34-2023 BUB-ADA6-35-2023 BUB-ADA6-36-2023 BUB-ADA6-37-2023 BUB-ADA6-38-2023 BUB-ADA6-39-2023 BUB-ADA6-40-2023 BUB-ADA6-41-2023 BUB-ADA6-42-2023 BUB-ADA6-43-2023 BUB-ADA6-44-2023 BUB-ADA6-45-2023 BUB-ADA6-46-2023 BUB-ADA6-47-2023 BUB-ADA6-48-2023 BUB-ADA6-49-2023 BUB-ADA6-50-2023	BUGASS (Finance and Administrative Division; Offices under the Office of the President)	6	1. Prepares technical and confidential correspondence; 2. Assigns, reviews, and supervises the work of a group of clerical workers doing filing, typing, or simple record posting 3. Performs highly skilled and responsible clerical work. 4. 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		
Brief description of the General Functions of the Position									
To perform highly skilled clerical works									
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 Communication – Basic Records Management – Basic				
<u>Organizational Competencies</u> Planning and Delivering – Basic Demonstrating Personal Effectiveness – Basic									


BABY BOY BENJAMIN D. NEBRES III
 SUC President IV

Interested and qualified applicants should signify their interest in writing to the addressed provided below attached the following supporting documents and send thru the e-mail address: bu-recruitment@bicol-u.edu.ph

DR. BABY BOY BENJAMIN D. NEBRES III
SUC President IV
Bicol University, Main Campus
2/F General Administration and Support Services Bldg., 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."

Date of Publication: JUN 26 2023

Deadline of Submission of Applications: JUL 06 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	_____								