

# Bulacan State University

is in urgent need of:

## (1) CLERK

### CAREER DEVELOPMENT AND STUDENT INTERNSHIP SERVICE OFFICE

#### JOB SPECIFICATIONS:

- Must be a graduate of Bachelor's degree in Psychology or Behavioral Science;
  - Experience in clerical work is an advantage
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Interested parties may submit the following documents, during office hours, in a **long white folder** to the Human Resource Management Office, 2<sup>nd</sup> floor, Flores Hall., Bulacan State University, Guinhawa, City of Malolos, 3000 Bulacan:

1. Letter of application addressed to Dr. Cecilia N. Gascon (BSU President)
2. Resume with original colored 2 x 2 picture
3. Photocopy of the following:
  - Transcript of Records & Diploma
  - Certificate of earned Graduate or Post Graduate units
  - Certificate of Board Rating/Eligibility (if applicable)
  - Certificate of Employment (if applicable)
  - Relevant seminars attended