

Bulacan State University

is in urgent need of:

(1) CLERK

OFFICE OF THE DEAN OF INSTRUCTION

JOB SPECIFICATIONS:

- Must be a graduate of Bachelor's degree in Psychology (preferably licensed psychometrician);
 - Experience in clerical work is an advantage
-

Interested parties may submit the following documents, during office hours, in a **long white folder** to the Human Resource Management Office, 2nd 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