

(as of September 23, 2021)



Bulacan State University

Invites applicants for:

(1) Clerk

BUSTOS CAMPUS
(Bustos, Bulacan)

QUALIFICATIONS:

- Any 4-year course preferably computer related
- Atleast 2 years in office works
- MS Excel and Word Skills, file organization
- Good communication (written and verbal)

DUTIES AND RESPONSIBILITIES:

1. Printing Certification of Grades
2. Printing of Certificate of Registration
3. Accomplish various request of student records
4. Edit and update profile of each student
5. Evaluate and update records of students
6. Prepare and encode Transcript of Records
7. Duplicate copy of transcript of records for filing and updating
8. Attend phone calls
9. Does related work

Note: Everyone is encouraged to apply, regardless of gender, age, disability, civil status, ethnicity, religion, etc. (Pursuant to existing Philippine Laws).

1. Application letter addressed to the University President **Dr. Cecilia N. Gascon**
2. Comprehensive Resume with one (1) **Recent passport-sized picture.**
3. Performance rating in the last rating period (if applicable)
4. Photocopy of the supporting documents: (Original copies shall be presented for validation)
5. of the following documents:
 - Transcript of Records
 - Diploma
 - Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - Seminar/Certificates attended for the last five (5) years
 - Certificate of Board of Ratings/Eligibility (if applicable)
 - Certificate/s of Employment signed by previous employer

Qualified applicants are advised to send their application with the following documents to hrmo.external@bulsu.edu.ph. **Deadline of application is until October 03, 2021.**

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.


MARIA ROSALIE M. MENDOZA
Head, Administrative and HRMO-External