

(as of September 23, 2021)



Bulacan State University

Invites applicants for:

(1) Cashier Clerk

SARMIENTO CAMPUS

(City of San Jose del Monte, Bulacan)

QUALIFICATIONS:

- Bachelor Degree Graduate
- With One (1) year experience
- Social and Communication skills

DUTIES AND RESPONSIBILITIES:

1. Collecting the payments of daily transactions from Monday to Friday.;
2. Preparing daily report of collections.;
3. Will be informing the Campus Dean of any form of irregularities during the collection of fees.;
4. Will be responsible for the safekeeping of the records of collection.;
5. Will be responsible for requesting official receipt from the main campus.;
6. Will be assisting in the depositing of the Office's collection to the bank on a daily basis.
7. Do 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