



# Bulacan State University

Invites applicants for:

## (1) Admin 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. Perform a combination of simple clerical and manual duties.;
2. Check and verifies communication forms and other records.;
3. Sort, indexes and files correspondence, records and other documents.;
4. Deliver intra-and inter-office correspondence, packages and messages.;
5. Do simple posting figures or records forms.;
6. Meet public answers questions about places, event or personnel.
7. Store, issues and maintains simple control records of office supplies.
8. Operate duplicating machines and do simple typing.
9. 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](mailto: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