



Bulacan State University

Invites applicants for:

(1) Liaison/Clerk

SARMIENTO CAMPUS

(City of San Jose del Monte, Bulacan)

QUALIFICATIONS:

- High School or Bachelor Degree Graduate
- Preferably with One (1) year experience
- Social and Communication skills

DUTIES AND RESPONSIBILITIES:

1. Submit billings of clerical expenses to accounting department.;
2. Submit the collected and verified DTR of the personnel and faculties to the Human Resource Management Office.;
3. Bring documents from BulSU Sarmiento to BulSU Malolos; submit DTR every 1 to 15th and 16th to 30th/31st of the month part-time and non-teaching personnel.;
4. Submit DTR every 1st to 30th/31st of the month for the regular faculty.;
5. Collecting, sorting and transmitting of documents to designated offices.;
6. Perform a combination of simple clerical and manual duties.
7. Check and verifies communication forms and other records.
8. Sort, indexes and files correspondence, records and other documents.
9. Do simple posting figures or record forms.
10. Operate duplicating machines and do simple typing.
11. Perform other related functions as maybe assigned.

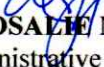
Note: Everyone is encouraged to apply, regardless of gender, age, disability, civil status, ethnicity, religion, etc. (Pursuant to existing Philippine Laws).

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