

(as of October 11, 2021)



Bulacan State University

Invites applicants for:

(2) Clerks/Job Orders

**Office of the Student Financial Assistance and Scholarship
(Main Campus, Malolos, Bulacan)**

QUALIFICATIONS:

- Graduate of **BS Information Technology / BS Business Administration / BS Mass Communication**
- Preferably with clerical work experience
- With good organization skills
- With good analytical and communication skills
- With computer/laptop at home

COMPETENCIES REQUIRED:

- Computer literate
- Has the ability to multi-task

DUTIES AND RESPONSIBILITIES:

- Prepares and keep the records of the scholars who are under the Tertiary Education Subsidy Program.
- Keeps updated and complete records of students.
- Assists in the supervision of scholars, student activities and provision of the student support services.
- Helps in the implementation of university rules and regulations and in the discipline of students.
- Helps in planning and implementing student development programs and activities.
- Coordinates with the benefactors.
- Supports the implementation of instruction and extension programs, projects and activities of the Office.
- Assists in budget proposal preparation, submissions and management.
- Prepares agendas, notices and minutes for meetings.
- Coordinates work with other offices and organizations.

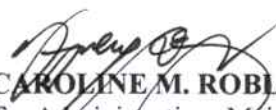
Note: Everyone is encouraged to apply, regardless of gender, age, disability, civil status, ethnicity, religion, etc. (Pursuant to existing Philippine Laws).

1. Signed application letter addressed to the University President **Dr. Cecilia N. Gascon**
2. Comprehensive Resume with one (1) **Recent passport-sized picture**.
3. Fully Accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph
4. Performance rating in the last two (2) rating period (if applicable)
5. Photocopy of the supporting documents: (Original copies shall be presented for validation)
 - Transcript of Records
 - Diploma
 - Certificate of Grades (number of units earned in Graduate Studies, if applicable)
 - Seminar/Certificates attended within 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.main@bulsu.edu.ph **Deadline of application is until October 21, 2021.**

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

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

by: 
MEI CAROLINE M. ROBLES
Head for Administration, Main Campus
Head, Campus Human Resource, Main Campus