

(as of November 16, 2021)



Bulacan State University

Invites applicants for:

(1) EBJO – Clerk

Office of the President (Executive Secretary)

(Main Campus, City of Malolos Bulacan)

QUALIFICATIONS:

- Graduate of BS in Information Technology
- With interpersonal skills, including excellent written and oral communication skills
- With analytical skills
- Proficient in Multi-media applications and Web Development
- With exceptional skill with the nuances of social media writing, including the use of hashtags, emojis, and acronyms.
- With understanding of SEO, Adept in Database Management Systems, with working experience

DUTIES AND RESPONSIBILITIES:

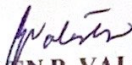
- Update and Monitor all external communications in the office;
- Ensure that all documents and communications are properly received, released and tracked properly and promptly;
- File and sort office records and other documents;
- Prepare communications required by the office;
- Develop automated systems and application for the office;
- Prepare multimedia presentations and reports needed in the office;
- Create written materials for different types of media including web content, press releases, social media post and others;
- Assist in the Monitoring of BulSU's media exposure and prepare written analysis report;
- Coordinate with other offices as deemed necessary or as instructed by the Executive Secretary; and
- Perform other task that may be assigned by the Executive Secretary

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. Fully Accomplished Personal Data Sheet (PDS) with recent passport picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph (if applicable)
4. Performance rating in the last rating period (for private companies/institution) / IPCR for government
5. Photocopy of the following 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 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 aforementioned documents to chrmo.recruitment@bulsu.edu.ph. **Deadline of application is until November 26, 2021.**

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.
Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.


HELEN P. VALENTIN
Supervising Administrative Officer
HRMO