

(as of November 16, 2021)



Bulacan State University

Invites applicants for:

(1) EBJO – Clerk

External Relations and Internationalization Office

(Main Campus, City of Malolos Bulacan)

QUALIFICATIONS:

- Graduate of AB Communication Arts major in Broadcasting or Journalism
- With experience in writing and in public relations oral and written communication skills

DUTIES AND RESPONSIBILITIES:

- Monitors the media such as newspapers, magazines, journals, broadcasts, etc.
- Assists in the preparation of brochures, newsletters, and other promotional materials and in the organization and execution of PR events and projects.
- Conducts research to support PR activities to support relations with stakeholders.
- Prepares office meetings and manages office reports, correspondences, and other relevant documents.
- Facilitates possible sponsorship opportunities.
- Responds to public inquiries.
- Undertakes general clerical duties.

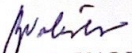
Note: Everyone is encouraged to apply, regardless of gender, age, disability, civil status, ethnicity, religion, etc. (Pursuant to existing Philippine Laws).

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