

(as of November 19, 2021)



Bulacan State University

Invites applicants for:

(1) Supply Clerk (EBJO)

Supply Office

(Main Campus, City of Malolos Bulacan)

QUALIFICATIONS:

- Graduate of Business course, BS Accountancy, or Business Accounting Technology
- With analytical, computer, and communication skills
- With available computer at home

DUTIES AND RESPONSIBILITIES:

- Coordinate with the Accounting Office to reconcile the Property Cards (PCs) with the PPE Ledgers Cards (PPELCs) maintained by the Accounting Office.
- Assist in the procedures in the derecognition of non-existing/ missing PPEs
- Assist in the data, document collection, documentation, processing and transfer of ownership of land properties of BulSU
- Does related tasks

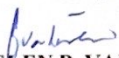
Note: Everyone is encouraged to apply, regardless of gender, age, disability, civil status, ethnicity, religion, etc. (Pursuant to existing Philippine Laws).

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 29, 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