

(as of November 19, 2021)



**Bulacan State University**  
Invites applicants for:  
**(1) Technical Clerk (Project-Based)**  
**Office of the Internationalization**  
(Main Campus, City of Malolos Bulacan)

**QUALIFICATIONS:**

- Graduate of any 4 years course
- With ESL teaching background
- Computer literate, with communication and organizational skills
- With strong working knowledge of multi-tasking

**DUTIES AND RESPONSIBILITIES:**

- Prepare and ready the class list of the students from other colleges
- Distribute and create QR code for the Nominated Trainers and Test Taker to assist them entering in the LGIS universal classroom
- Assist in the processing of Accomplished test Application Form (TAF) of the students
- Compile the portfolio of the nominated Trainers and learner or Test Taker
- Maintain files and records so they remain updated and easily accessible
- Draft correspondence letters, reports, and other important documents with regards to the project.
- Help organize office activities.
- Follow up necessary documents/ Requirements of the Project
- Perform other project/ office duties 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. 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](http://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](mailto: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