



Bulacan State University

Invites applicants for:

(1) EBJO Clerk

Procurement Unit

(Main Campus, City of Malolos Bulacan)

QUALIFICATIONS:

- Graduate of Bachelor's Degree preferably Legal Management, BSBA Financial Management or allied Business Admin Courses
- Good in oral and written communication

DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the Bids and Awards Committee (BAC) and Technical Working Group (TWG)
- Organize and make all necessary arrangements for BAC and TWG meetings and conferences.
- Prepare and submit minutes of meetings and/or bid bulletin (addendum) to the BAC for signature.
- Prepare correspondences, replies and resolutions of the BAC for Infrastructure.
- Prepare and manage the sale and distribution of Bidding Documents for Infrastructure Projects of the University
- Posting of Invitation to Bid to the PhilGEPS, BulSU website and at conspicuous places in the premises of University
- Prepare notices for signature of the BAC and BulSU President (Notice of Post-Qualification, Notice of Award, and Notice to Proceed)
- Prepare contract and supporting documents, including Complete Staff Work and Chronology of Events for approval by the Board of Regents
- Prepare and submit Contracts and supporting documents of Infrastructure Projects (Public Bidding) for Commission on Audit (COA) review
- Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, and other units of the line agency, other government agencies, providers of infrastructure projects, observers, and the general public.

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)
 - o Transcript of Records
 - o Diploma
 - o Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - o Seminar/Certificates attended for the last five (5) years
 - o Certificate of Board of Ratings/Eligibility (if applicable)
 - o 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 December 2, 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