



# 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](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 December 9, 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