

(as of December 29, 2021)



Bulacan State University

Invites applicants for:

(2) EBJO – CAD DESIGNER

Project Management Office

(Main Campus, City of Malolos Bulacan)

QUALIFICATIONS:

- Graduate of BS Architecture
- 1 year experience
- With 3D Visualizer / CAD skills

DUTIES AND RESPONSIBILITIES:

- Assist in planning and designing of the development projects to meet the goals and objectives of the University
- Create building designs and drawings both manually by hand and by using architectural software application like CAD.
- Conduct site visit inspection of a proposed project prior to preparation of cost estimates
- Assist in estimating the cost and programming the works off all outlay projects
- Assist in monitoring the implementation and progress of all infrastructure projects of the university campus development projects
- Consults with the supervisor to ascertain the requirements of the campus development project and confirms such requirements with him
- Prepares schematic design studies leading to a recommended solution including a general description of the university campus development projects for approval
- Prepares final design and schematic design studies, the design development documents consisting of plans, elevation and other drawings required for campus development projects; and
- Coordinates with other building design professionals including allied architects, structural engineers, mechanical engineers and other specialized service in construction and incorporate them as a whole-body design to the projects.

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 January 8, 2022.

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