

(As of January 10, 2022)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

Office Clerk (EBOJ)

for the **External Relations and Internationalization Office** with the following **QUALIFICATIONS**:

- **Education:** Any four-year course
- **Training:** None required
- **Experience:** at least one (1) year experience in clerical works
- **Eligibility:** None required
- **Skills:** Must be good in oral and written communication; writing correspondence and Conducting research in public relations

DUTIES and RESPONSIBILITIES:

- Monitor media such as newspapers, magazines, journals, broadcasts, etc.;
- Assists in the preparation of brochures, newsletters, promotional materials and organization and execution of PR events and projects;
- Conduct research to support PR activities to support relations with stakeholders;
- Prepare office meetings, manages office reports, correspondence and other relevant documents;
- Facilitate possible sponsorship opportunities;
- Responds to public inquiries; and
- Undertake general clerical duties.

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):

1. Application letter addressed to the University President **Dr. Cecilia S. Navasero-Gascon**;
2. Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212 Revised 2018) which can be downloaded at www.csc.gov.ph (if contracted by government agency);
4. Performance Rating;
5. Transcript of Record (ToR) and Diploma; and
6. Certificate/s of Employment signed by previous employer.

NOTE:

The University highly encourages all interested **QUALIFIED** applicants including persons with disability (PWD), members of indigenous committees and those with diverse sexual orientation and gender identity and expression (SOGIE) to apply.

The applicants will not be discriminated on the account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

Qualified applicants are advised to send their application to chrmo.recruitment@bulsu.edu.ph.

Deadline of application is until January 20, 2022.

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

In line with the IATF guidelines, the CHRMO is strictly taking precautionary measures and will be doing the hiring process online.

Please be guided accordingly.

Thank you.


HELEN P. VALENTIN
Supervising Administrative Officer