

(As of January 11, 2022)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

Project Development Assistant Contract of Service (CoS)

for the **Planning and Development Office** with the following **QUALIFICATIONS**:

- **Education:** Bachelor's Degree holder preferably in Information Technology and Computer Engineering with Project Management
- **Training:** None required
- **Experience:** knowledgeable in web and/or software development; programming languages (python, PHP, CSS, HTML and Java)
- **Eligibility:** None required
- **Skills:** Must be good in technical writing and communication

DUTIES and RESPONSIBILITIES:

- Assist in designing, developing and installing/deploying web/desktop applications/software/database systems;
- Assist in the conduct of user's orientation or training on the development of web applications and information systems;
- Assist in preparation and documentation of systems requirements, specification, user's manual and change requests;
- Assist in the research and preparation of the document requirements of the system users;
- Assist in the developing, writing and translating coding software programs and applications according to specifications;
- Assist in running and monitoring the system/software performance test, stability and reliability on new and existing programs for bug reporting, correcting/fixing errors, testing across multiple browsers/platforms, isolating data for area structures being maintained, improvement and general debugging;
- Assist in resolving problems with software products or in-house software systems i.e. Python, PHP, CSS, HTML and Java; and
- Assist in supporting users on change control and system updates.

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 21, 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