

(As of May 6, 2022)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### Clerk-EBJO

for **NBC 461 ZONAL CENTER** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Bachelor's Degree in Engineering
- **Training:** None required
- **Experience:** None required
- **Eligibility:** None required
- **Skills:** Computer literate

#### DUTIES and RESPONSIBILITIES:

- Coordinate with Zonal Center Director and NBC SUC's chairpersons regarding the progress of report;
- Perform a combination of simple clerical and manual duties;
- Check and verify communication forms and other records;
- Sort, index, and file correspondence, records and other documents;
- Deliver intra-and-inter-office correspondence, packages and messages;
- Do simple posting figures or records forms;
- Meet public and answer questions about places, event or personnel;
- Store, issue and maintain simple control records of office supplies;
- Operate duplicating machines and do simple typing;
- Perform such other related work.

#### 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](http://www.csc.gov.ph) (if contracted by government agency);
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.

#### 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](mailto:chrmo.recruitment@bulsu.edu.ph).

**Deadline of application is until May 16, 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