

(As of May 23, 2022)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### One (1) EBJO Technical Staff

for Sex-Disaggregated Data Information System (SDDIS), Gender and Development Center with the following

#### QUALIFICATIONS:

- **Education:** Bachelor's degree graduate (Information Technology or Computer Engineering is an advantage)
- **Training:** None required
- **Experience:** None required
- **Eligibility:** None required
- **Skills:** Knowledgeable in Computer Applications and Adept in data management

#### DUTIES and RESPONSIBILITIES:

- Creates and updates Gender and Development Center website;
- Develops program modules as the need arises;
- Assists in the maintenance and preparation of the GAD Database;
- Assists in the GAD activities like webinar/seminar on gender issues/laws;
- Prepares the materials to be used in GAD Planning, Activities, and Programs (PAPs);
- Collects and analyzes sex-disaggregated data of students, faculty and non-teaching personnel;
- Assists in the computer and network trouble shooting (e.g. installation of needed program, PC reformat and others);
- Performing such other duties and responsibilities as may be called for by the GAD FPS.

#### 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)
  - 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.

#### 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 June 02, 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