

(As of May 23, 2022)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

One (1) Technical Staff-EBJO

for **Innovation and Technology Support Office** with the following **QUALIFICATIONS**:

- **Education:** Graduate of any Engineering Course
- **Training:** None required
- **Experience:** At least two years
- **Eligibility:** None required
- **Skills:** Proficient in computer applications and graphic
Good in Technical Writing

DUTIES and RESPONSIBILITIES:

- Perform patent searches and or patent drafting;
- Provide patent analysis and reports;
- Perform technology searches;
- Provide Intellectual Property (IP) services and trainings to host institution, ITSO customers and stakeholders;
- Perform related functions that may be assigned.

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 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.

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.

A handwritten signature in black ink, appearing to read "Helen P. Valentin".

HELEN P. VALENTIN
Supervising Administrative Officer