

(As of May 23, 2022)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(1) EBJO – Writer / Staff

for **Media Relations Office** with the following **QUALIFICATIONS**:

- **Education:** Graduate with a degree in Journalism / Communication or relevant field
- **Training:** None required
- **Experience:** At least a year of experience in writing news or featuring articles
- **Eligibility:** None required
- **Skills:** With excellent written communication skills and skills in editing and lay-out

DUTIES and RESPONSIBILITIES:

- Prepare news/feature articles on the major University events.
- Revise/edit articles submitted to the Office for posting.
- Gather and modify, when appropriate, the stories submitted by the different units, offices, organizations for the publishing of the University newsletter.
- Oversee the entirety of the lay-out of the articles to be posted on different platforms.
- Research on possible content to be posted on the available University platforms.
- Perform other duties assigned by the Director.

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)
 - 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.

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
HRMO