

(As of May 23, 2022)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### K9 HANDLER-EBJO

for **OFFICE OF SAFETY AND SECURITY SERVICE AND DRRM** with the following **QUALIFICATIONS**:

- **Education:** At least High School graduate, dog-lover/can take care of dogs is an advantage
- **Training:** Has undergone K9 Handling-related training/s in the past, is an advantage
- **Experience:** At least 6 months working experience, knows strength-building exercises that enhance movement, coordination, and dexterity
- **Eligibility:** None required
- **Skills:** Can enforce obedience and teach commands to dogs; Can follow safety and security protocols; Ability to remain patient and calm especially in stressful situations; Regular kennel cleaning; Security and safety/DRRM

#### DUTIES and RESPONSIBILITIES:

- Inspect places such as offices, buildings, and premises of AOR to detect the presence of illegal substances, explosive materials, and contraband;
- Monitor and investigate suspicious activity and hazardous conditions in their patrol area;
- Provide public safety by maintaining order, responding to emergency situations, such as bomb threats;
- To be responsible for the pursuit and apprehension of fugitives;
- To patrol and monitor baggage coming in and going out to detect and to search for illicit substances, explosive devices, illegal drugs or contraband or detect persons trying to enter the University premises illegally;
- To locate and identify commercial and improvised explosives or the chemical compounds used to make them;
- To be responsible for the care and training of his service dog by providing target odor detection;
- To be responsible for the welfare and hygiene of his service dog
- Perform other duties and responsibilities as may be deemed necessary in his position as K9 handler of Safety and Security Services.

#### 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