

(As of May 25, 2022)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### (1) EBJO- CLERK

for **PROCUREMENT OFFICE** with the following **QUALIFICATIONS**:

- **Education:** Graduate of any 4 year course
- **Training:** none required
- **Experience:** none required
- **Eligibility:** None required
- **Skills:** with good communication skills and computer literate

#### **DUTIES and RESPONSIBILITIES:**

- Prepares endorsement letters to our University President, and various communications to end-users and suppliers.
- Prepares Minutes of the Meeting and BAC Resolution
- Provide administrative support to BAC and TWG
- Organize and make all necessary arrangements for BAC and TWG meetings and conferences
- Does other related tasks

#### **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 June 4, 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