

(As of June 09, 2022)



Bulacan State University
Central Human Resource Management Office

Invite applicants for:

ADMINISTRATIVE OFFICER IV (SG 15-1)
Cashier's Office

with the following Minimum Qualification Standards as per approved Merit Selection Plan (MSP) for Non-Academic Personnel, CSC MC No. 10, s. 2005 and CSC MC no. 10, s. 2013, cat. IV;

- **Education:** Bachelor's degree relevant to the job
- **Training:** 4 hours of relevant training
- **Experience:** 1 year of relevant experience
- **Eligibility:** Career Service (Professional) Second Level Eligibility

DUTIES and RESPONSIBILITIES:

Under general supervision:

1. Classifies and counts cash and balances total collections.
2. Maintains official cash books.
3. Renders report on accountable forms.
4. Prepares reports of collections and deposits.
5. Receives payments for fees and other obligations.
6. Deposit collections daily or on the next banking day.
7. Submits required reports.
8. Does related work.

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 account of their age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, political affiliation and other economic, social, cultural, and political characteristics.
- Qualified applicants are advised to send their application to chrmo.recruitment@bulsu.edu.ph.

Deadline of application is until June 19, 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