



# Bulacan State University

Invites applicants for:

## **(1) Part-Time Faculty Instructor** *(Contract of Service on a Full- Time Basis)*

**Bustos Campus**

**(Bustos, Bulacan)**

**1<sup>st</sup> Semester A.Y. 2022-2023**

### **QUALIFICATIONS:**

- Graduate of **BS Accountancy**
- Master's unit/ degree in the area of specialization is an advantage
- At least 1-2 years in teaching or in industry
- Knowledgeable in Cost Accounting and Management, Fundamentals of Accounting
- CPA Board Passer

### **COMPETENCY REQUIRED:**

- Teaching and Learning Facilitation
- Has the ability to multi task

### **DESCRIPTION OF WORK:**

- Teaching/Handling Classes
- Preparation of Syllabus, Exams, Learning Materials and other classroom exercises.

### **ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS:**

1. Application letter addressed to the University President **Dr. Cecilia N. Gascon**
2. Comprehensive Resume with one (1) **Recent passport-sized picture**.
3. Performance rating in the last rating period (if applicable)
4. Transcript of Records
5. Diploma
6. Certificate of Grades (number of units earned in Graduate Studies, if applicable)
7. Seminar/Certificates attended for the last five (5) years
8. Certificate of Board of Ratings/Eligibility (if applicable)
9. Certificate/s of Employment signed by previous employer

**Note:** Everyone is encouraged to apply, regardless of gender, age, disability, civil status, ethnicity, religion, etc. (Pursuant to existing Philippine Laws).

Qualified applicants are advised to send their application with the following documents to [hrmo.external@bulsu.edu.ph](mailto:hrmo.external@bulsu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.**  
Submission of documents shall be during office hours, Mondays to Fridays. Deadline of Submission is until **June 22, 2022**.

  
**MARIA ROSALIE M. MENDOZA**  
Head, HRMO RSA- External