

(As of June 21, 2022)



Bulacan State University
Central Human Resource Management Office

Invite applicants for:

ADMINISTRATIVE AIDE I position
SG 1-1 (Php. 12,517.00)

for the Main Campus with the following **QUALIFICATIONS** in pursuant to **CSC MC No. 10, s. 2013, Category III.**

QUALIFICATION STANDARDS:

- **Education:** Must be able to read and write
- **Training, Experience and Eligibility:** None required

DUTIES and RESPONSIBILITIES:

- Under general supervision.
- Keep office equipment and furniture clean and orderly.
- Collect, dump, or burn garbage.
- Open doors and windows before office hours and close them after office hours.
- Haul and transfer office furniture.
- Fill drinking containers with water, keep toilet and closet clean and sanitary.
- Drain, scrape or clean canals, gutters, and similar structures.
- Perform other related functions as may assigned.

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. IPCR in the last rating period (for BulSU employee); Performance Rating (for non-BulSU employee).
5. Report Card.
6. Diploma (if applicable).
7. 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 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 July 1, 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