(As of June 24, 2022)

Bulacan State University

Human Resource Management Office – Main Campus

Invite applicants for:

(1) CLERK

(EMPLOYEE-BY-JOB-ORDER)

Office of the Student Financial Assistance and Scholarship

(Main Campus, Malolos, Bulacan)

QUALIFICATIONS:

Education	:	Graduate of four (4) year degree course Preferably graduate of **BS Information Technology**
Work Experience	:	N/A
Training	:	N/A
Skills	:	N/A
Eligibility	:	N/A

COMPETENCIES REQUIRED:

- Computer literate
- Has the ability to multi-task

DUTIES AND RESPONSIBILITITES:

- Prepare and distribute application form for scholarship.
- Prepare and processes scholarship renewal.
- Submit complete report of CHED Scholars to COA and to accounting office.
- Perform a combination of simple clerical and manual duties.
- Check and verifies communication forms and other records.
- Sort, indexes and files correspondence, records and other documents.
- Deliver intra-and inter-office correspondence, packages and messages.
- Do simple posting figures or records forms.
- Meet public answers questions about places, event or personnel.
- Store, issues and maintains simple control records of office supplies.
- Operate duplicating machines and do simple typing.
- Do related work.

ALL APPLICANTS MUST CONTAIN THE FOLLOWING DOCUMENTS (SCANNED):

1. Signed application letter addressed to the University President **Dr. Cecilia N. Gascon;**
2. Comprehensive 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 2017) which can be downloaded at www.csc.gov.ph;
4. Performance rating in the last rating period (for private companies/institution) / IPCR for government;
5. Scanned copy of the supporting documents:
    - Transcript of Records
    - Diploma
    - Certificate of Grades (number of units earned in Graduate Studies, if applicable)
    - Seminar/Certificates attended within 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 with the following documents to **hrmo.main@bulsu.edu.ph**
Deadline of application is until July 04, 2022.

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

In line with the IATF guidelines, the HRMO Main Campus is strictly taking precautionary measures and will be doing the hiring process online.

Please be guided accordingly.

MEI CAROLINE M. ROBLES
Head for Administration, Main Campus