



Bulacan State University

Invites applicants for:

(1) EBJO REGISTRAR CLERK

BUSTOS CAMPUS

(Bustos, Bulacan)

QUALIFICATIONS:

Education: Candidate must be Bachelor's Degree, preferably BS Information Technology or Business Administration
Experience: None Required
Training: None Required
Eligibility: None Required
Skills: Filing, Microsoft Office Applications
Good in oral and written communication, with good character and attitude

ALL APPLICANT 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. Photocopy of the supporting documents: (Original copies shall be presented for validation) of the following documents:
 - 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: 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. **Deadline of application is until August 5, 2022.**

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.


MARIA ROSALIE M. MENDOZA
Head, Administrative and HRMO-External