



# Bulacan State University

Invites applicants for:

## (1) EBJO CLERK

### SARMIENTO CAMPUS

(San Jose Del Monte, Bulacan)

#### QUALIFICATIONS:

**Education:** Bachelor's degree Graduate

**Experience:** 1-year relevant experience

**Skills:** Skillful in repair and maintenance of laboratory equipment, Computer literate, Knowledge in hardware and software application.

#### 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:
  - o Transcript of Records
  - o Diploma
  - o Certificate of Grades (number of units earned in Graduate Studies (if applicable))
  - o Seminar/Certificates attended for the last five (5) years
  - o Certificate of Board of Ratings/Eligibility (if applicable)
  - o 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). **Deadline of application is until August 20, 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