(Reposting as of September 15, 2022)

Bulacan State University

Human Resource Management Office – Main Campus

Invite applicants for:

(1) Instructor

(CONTRACT OF SERVICE ON A FULL-TIME BASIS)

College of Education – Laboratory High School

Main Campus, Malolos, Bulacan

A.Y. 2022-2023

QUALIFICATIONS:

Education	**:**	**Graduate of Bachelor of Secondary Education major in Computer Education**
Work Experience	**:**	With at least two (2) years teaching experience in high school
Training	**:**	None required
Skills	**:**	Computer literate
Eligibility	**:**	Licensed Professional Teacher

COMPETENCIES REQUIRED:

- Teaching and Facilitating
- Has the ability to multi-task

DESCRIPTION OF WORK:

- Teaching/Handling Classes in Junior High School
- Preparation of Syllabus, Exams, Learning Materials and other instruction-related documents/preparations.

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 September 25, 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