



# **Bulacan State University**

## **Invites applicants for:**

### **(1) EBJO ADMISSIONCLERK**

### **Bustos Campus**

(Bustos, Bulacan)

#### **QUALIFICATIONS:**

**Education:** Graduate of BSBA or BSIT

**Experience:** At least 1 year work experience

**Skills:** Filing, Microsoft Office Applications

**Others:** Good in oral and written communications, with good character and attitude

#### **DUTIES AND RESPONSIBILITIES:**

- Assists upcoming freshmen shifter and transferee students (thru e-mail);
- Filling the ATBulSU application form;
- Checks and verifies ATBulSU requirements form;
- Checking the qualified upcoming freshmen in reconsideration form and reservation slip;
- Answering queries regarding reconsideration form and reservation slip;
- Making up list for the upcoming freshmen S.Y. 2021-2022;
- Filing of duplicate copies of the student documents;
- Checks and verifies communication forms and other records;
- Answer/send request to the higher office as they command;
- Do related work.

#### **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](mailto:hrmo.external@bulsu.edu.ph).

**Deadline of application is until October 10, 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, HRMO-External Campus