

(As of October 5, 2022)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### One (1) Clerk (EBJO)

for the **Extension Services Office** with the following **QUALIFICATIONS**:

- **Education:** Graduate of 2-year or 4-year course
- **Training:** None required
- **Experience:** None required
- **Eligibility:** None required
- **Skills:** Knowledgeable in MS office, good communication skills

#### **DUTIES and RESPONSIBILITIES:**

- Plan, identify, and develop strategies for communication and dissemination of knowledge and skills to client groups and stakeholders, such as person-to-person contact, radio, television, newspaper, printed materials, and virtual / online platforms;
- Review and recommend policy for communication and dissemination;
- Conduct annual inventory of communication, dissemination, and information services assets;
- Conduct periodic assessment of the extension services capability needs of the faculty and staff;
- Plan and manage the annual communication, dissemination, and information services;
- Evaluate and regulate the communication, dissemination, and information services;
- Coordinate the communication, dissemination, and information services with other units;
- Monitor and evaluate communication, dissemination, and information services;
- Review and recommend guidelines, strategies, and procedures as deemed appropriate to the functions of the unit;
- Perform other duties and responsibilities related to the above-enumerated 21 Bulacan State University Extension Services Manual functions;
- Collaborate with management to develop and implement an effective communication strategy;
- Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other material that communicate the extension services programs, activities, and projects;
- Respond to media inquiries, arrange interviews, and act as spokesperson for the extension services office;
- Establish and maintain effective relationships with journalists, and maintain a media database;
- Seek opportunities to enhance the reputation of the extension services brand, and coordinate publicity events as required;
- Maintain records of media coverage and collate analytics and metrics;
- Upgrade proficiency in design and publishing software;
- Develop, support, and promote extension services goals, including message development, social media content creation and media outreach;
- Develop and disseminate public relations materials that increase extension services visibility among stakeholders;
- Build and maintain relationships with journalists, bloggers, investors, and clients;
- Identify target clients and create strategies to effectively engage them;
- Ensure digital marketing content aligns with extension services brand's identity and message, and assist with marketing campaigns as needed;
- Work closely with leaders and executives to develop and strengthen engagement activities;
- Host the extension services website and upgrade content regularly;
- Develop content for the print, virtual, and broadcast media;
- Prepare communication and media promotion budget.

#### **ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):**

1. Application letter addressed to the University President **Dr. Cecilia S. Navasero-Gascon**;
2. 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 2018) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) (if contracted by government agency);
4. Performance rating in the last rating period (for private companies/ institution) / IPCR for government;
5. Photocopy of the following supporting documents: (Original copies shall be presented for validation)
  - 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:**

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 to [chrmo.recruitment@bulsu.edu.ph](mailto:chrmo.recruitment@bulsu.edu.ph).

**Deadline of application is until [October 15, 2022](#).**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.**

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

Please be guided accordingly.

Thank you.

  
**ISABELITA C. BENEDICTOS**  
Director, Administrative Management Services and  
Assistant Director, CHRMO