



# Bulacan State University

Invites applicants for:

## (1) EBJO COMPUTER TECHNICIAN SARMIENTO CAMPUS

(San Jose Del Monte, Bulacan)

### QUALIFICATIONS:

**Education:** BS Information Technology  
and or Computer Technology

**Experience:** None Required

**Training:** None Required

### 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

### DUTIES AND RESPONSIBILITIES:

- Keep, maintain and check mechanical tools and equipments;
- Assist students in operation of different machine tools and set up machine for safety purposes;
- Clean dust and lint from machines; and also clean the floor around the machine;
- Perform welding works for maintenance and machine work;
- Check specification of spare parts requisitioned;
- Keep records and reports of accomplishment;
- Do related work.

**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 14, 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