



Bulacan State University

Invites applicants for:
(1) Employee by Job Order

Human Resources Management Office- RSA Unit EXTERNAL CAMPUS (Malolos City, Bulacan)

QUALIFICATIONS:

Education: BS Psychology or BS Business Administration
Experience: None Required
Training: None Required
Skills: Good in written and oral communications, with good character and attitude

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:

- Does the hiring process of Hagonoy and Sarmeinto Campus;
- Does profiling of Non-regular NAP and Faculty of Bustos and Meneses Campus;
- Checking, consolidating and updating of submitted Personal Data Sheet (PDS) of Non-regular NAP and Faculty;
- Sorting PDS for transmittal to Records Office;
- Encoding of 201 File of Newly-hired Non-regular NAP and Faculty and preparation of transmittal for submission to Records Office;
- Liaison for PhilHealth, SSS and Pag-ibig;
- Verification of Academic records for newly hired non-regular NAP and Faculty;
- Verification of previous employer (Background Investigation) for newly hired non-regular NAP and Faculty;
- Provides data of non-regular faculty for Normative report (CHED);
- Provides data of non-regular NAP and Faculty for IGHR (CSC);
- Continuous updating of personnel complement (for non-regular NAP and Faculty);
- Coordinates with CHRMO and Records office on Service Records of non-regular NAP and Faculty;
- Provides data for budget preparation;
- Preparation, distribution and consolidation of Notice of Expiration of Contract with Part-time intent form to be re-hired form to colleges/offices;
- Recording, consolidating and submission of approved recommendation for renewal of Non-Regular Faculty to Payroll unit;
- Preparation of contract of non-regular faculty and transmittal to OUP for signature;
- Consolidating of approved contract of non-regular faculty for transmittal to colleges for notary;
- Checking and consolidating of notarized contract of non-regular faculty;
- Preparation of transmittal and scanning of contract on non-regular faculty to Payroll unit, Records office and COA office;
- Preparation of Appointment for Excess loads of Regular Non-Academic Personnel with Teaching Loads and Regular Faculty;
- Scanning and Submission of appointment for excess loads to Records office and college/office to Records office;
- Consolidation of approved resignation/end of contract and leave of absence of non-regular NAP and coordinating with Payroll unit and Records Office.
- Updating of checklist of non-regular faculty from time to time; updating the tracker of separated non-regular faculty;
- Assists in Faculty Evaluation of Non-Regular Faculty;
- Performs other duties of a similar or related level as necessary or assigned


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.

Deadline of application is until October 29, 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