

(As of November 8, 2022)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### (1) ADMINISTRATIVE ASSISTANT II-(EBJO)

for the OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE with the following QUALIFICATIONS:

- **Education:** Graduate of any degree specializing in COMMUNICATION or its relevant field
- **Training:** None required
- **Experience:** None Required
- **Eligibility:** None required
- **Skills:** Fluent in Written and Oral Communication (English and Filipino)

#### DUTIES and RESPONSIBILITIES:

- Prepares office communications and reports;
- Prepares office memoranda for the proper guidance of personnel under the VPAF office as directed;
- Supervises the maintenance and safekeeping of documents, records and properties of the OVPAF;
- Perform other related duties that may be assigned from time to time;

#### 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. Soft copy 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 [November 18, 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 and Management Services and  
Assistant Director, Central HR-RSA