

(As of November 8, 2022)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### Two (2) School Nurses on Contract of Service (COS)

for **Sarmiento Campus** with the following **QUALIFICATIONS**:

- **Education:** Bachelor of Science in Nursing (with MS in Nursing is an advantage, 1 Male & 1 Female)
- **Training:** None required
- **Experience:** Preferably with one (1) year related experience
- **Eligibility:** RA 1080 – Registered Nurse
- **Skills:** With driver's license, computer literate, with good communication skills and knowledgeable in First Aid Treatment, organized and with positive attitude

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

- Actual duty at Infirmary
- Provision of on-line and on-site consultation and treatment to BulSU Community.
- Monitoring of implementation of the required minimum health standards.
- Medical/health screening of visitors and non-VSL faculty before going to their office destination.
- Assessment and monitoring of vital signs (BP, Heart Rate, Respiratory Rate, Temperature, Hemo Glucose Test) of patients, including non-academic personnel and VSL faculty.
- Dispenses appropriate medicines and other medical supplies to non-academic personnel and VSL faculty.
- Provision of First Aid to trauma and emergency cases.
- Serves as medical support to various programs and events.
- Provision of health teachings to employees and others.
- Keep updated with the Department of Health advisories.
- Attend webinars and do on-line readings related to pandemic.
- Postings of latest advisories and articles on-line related to pandemic.
- Monitored condition and addressed concerns of confirmed COVID-19 positive employees.
- Contact traced, monitored addressed concerns of employees exposed to COVID-19 positive employees.

#### **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 [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 Management Services and  
Assistant Director, CHRMO