

(as of November 10, 2022)



Bulacan State University

Human Resource Management Office – Main Campus

Invite applicants for:

(1) Property Custodian (EMPLOYEE-BY-JOB-ORDER) Sports Development Office (Main Campus, Malolos, Bulacan)

QUALIFICATIONS:

Education	:	Graduate of any two-year or four-year course
Work Experience	:	None required
Training	:	None required
Skills	:	Knowledgeable in inventory
Eligibility	:	None required

COMPETENCIES REQUIRED:

- Computer literate
- Has the ability to multi-task

DUTIES AND RESPONSIBILITIES:

- Responsible for the physical custody of university property.
- Accountable for inventories of parts, equipment or supplies, accepting deliveries, distributing, tagging university properties, and preparing inventory reports.
- Assists in the actual/annual physical inventory of different sports event and sports development office.
- Prepare and post sticker to equipment and semi-expendable property, during physical inventory and in transferring property to another.
- Update and reconcile record of each individual, coaches and trainers of the sports development office.
- Assist in the preparation of general inventory report, on the assigned office.
- Maintain record of daily delivery and issuance of equipment.
- Assist in the preparation of inventory and inspection report of unserviceable property of different sports event and office.
- Transmit official documents and correspondence
- Perform other function as maybe assigned.

ALL APPLICANTS MUST CONTAIN THE FOLLOWING DOCUMENTS (SCANNED):

1. Signed application letter addressed to the University President **Dr. Cecilia N. Gascon**;
2. Comprehensive 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 2017) which can be downloaded at www.csc.gov.ph;
4. Performance rating in the last rating period (for private companies/institution) / IPCR for government;
5. Scanned copy of the supporting documents:
 - Transcript of Records
 - Diploma
 - Certificate of Grades (number of units earned in Graduate Studies, if applicable)
 - Seminar/Certificates attended within 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.

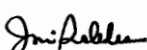
Qualified applicants are advised to send their application with the following documents to hrmo.main@bulsu.edu.ph

Deadline of application is until November 20, 2022.

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

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

Please be guided accordingly.


MEI CAROLINE M. ROBLES
Head for Administration, Main Campus