

(As of November 14, 2022)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(1) Office Clerk (EBJO)

for the **Project Management Office** with the following **QUALIFICATIONS**:

- **Education:** College Graduate
- **Training:** None required
- **Experience:** One (1) year of experience in clerical work
- **Eligibility:** None required
- **Skills:** Computer literate

DUTIES and RESPONSIBILITIES:

- Maintains and processes a variety of records, electronic or manual file systems, or database files requiring classification and compilation of varied information.
- Compiles special reports or studies where analysis of data is required; identifies sources and extracts necessary information; performs specialized calculations;
- Maintains, updates, and inputs data for unit in databases;
- Prepares purchase orders, certificates, year-end documents.
- Reviews and prepares forms and operational records for budgets, grants, purchases, work orders, or personnel actions;
- Serves as receptionist, greets and assists campus visitors;
- Prepares recurring and special reports, tabulations or budgets unique to assigned function;
- Serves as a primary reference source for assisting others in resolving discrepancies or procedural complications;
- Installs, test, and maintain new releases of microcomputer software;
- Prepares and attend meeting for ISO requirements;
- Performs other related functions as maybe assigned.

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 (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.

Deadline of application is until [November 24, 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