

(As of November 17, 2022)



Bulacan State University

Human Resource Management Office – Main Campus

Invite applicants for:

(2) CLERK (EMPLOYEE-BY-JOB-ORDER) San Rafael Campus

QUALIFICATIONS:

Education	:	Graduate of four (4) year degree course Preferably graduate of BS major in English / Mass Communication is an advantage
Work Experience	:	N/A
Training	:	N/A
Skills	:	With good oral and written communication skills in English and Filipino Skillful in Computer Applications (excel, MS Word, Publisher, Adobe etc.)
Eligibility	:	N/A

COMPETENCIES REQUIRED:

- Computer literate
- Has the ability to multi-task

DUTIES AND RESPONSIBILITIES:

- Perform repetitive and routinary clerical tasks.
- Prepare travel orders/itinerary of travel for the students and professors.
- Maintain paper and electronic records such as professors' and students' information.
- Check and verify DTRs and leave forms of faculty.
- Type and format correspondence such as letters, memos and reports and ensure that the correct recipient receives the right document/letter.
- Collate and file grading sheets from faculty.
- Sort, index and file correspondence, records and other documents.
- Encode faculty schedule.
- Arrange class schedule.
- Arrange room utilization (Laboratory and Lecture).
- Draft official time and honoraria of faculty (part time, regular, tutorial, summer and special classes) and justification letters for revision and approval.
- Stores, issues and maintains simple control records of office supplies.
- Does simple posting figures or records forms.
- Meets public answers questions about places, events or personnel.
- Sort and file records and other documents.
- Check and verify communication forms and other records.
- Encode the curriculum, class and faculty schedule in the system (per source) before enrollment period.
- Double check/validate the DTR and Countersign to the Department Heads.
- Performs other related functions 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.

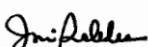
Qualified applicants are advised to send their application with the following documents to hrmo.main@bulsu.edu.ph

Deadline of application is until November 27, 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