

(As of November 18, 2022)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### (1) EBJO - Clerk

for the **OFFICE OF THE CENTRAL ACCOUNTING** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Bachelor of Science in Business Administration
- **Training:** None required
- **Experience:** Experience in accounting and pre-audit work
- **Eligibility:** None required
- **Skills:** Knowledgeable in MS office

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

- Pre-audits disbursement vouchers for salaries and benefits of regular personnel, remittances and other expenditure considered to be incurred university wide;
- Checks paid disbursement vouchers to ensure completeness of attachments and signatures before submission to Commission on Audit (COA) weekly;
- Prepares Project Procurement Management Plan of the Central Accounting Office.

#### **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)
  - o Transcript of Records
  - o Diploma
  - o Certificate of Grades (number of units earned in Graduate Studies (if applicable)
  - o Seminar / Certificates attended for the last five (5) years
  - o Certificate of Board of Ratings / Eligibility (if applicable)
  - o 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 28, 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