

(As of November 22, 2022)



# Bulacan State University

## Central Human Resource Management Office

Invites applicants for:

### (1) SAFETY AND SECURITY OFFICER (EBOJO)

for the OFFICE OF SAFETY, SECURITY AND DISASTER RISK MANAGEMENT with the following QUALIFICATIONS:

- **Education:** Graduate of any 4-year course
- **Training:** related to safety, security, and DRRM
- **Experience:** At least two (2) years' experience on safety and security service work, particularly on campus/university
- **Eligibility:** Security Officer and Safety Officer 2 License Holder and with driver's license
- **Skills:** Safety, Security and DRRM, driving skills and Proficient in all Microsoft applications.

#### DUTIES and RESPONSIBILITIES:

- Undergo training on Occupational Safety and Health and related programs;
- Act as the focal person of the agency in the implementation of programs to eliminate hazards in the workplace and to correct and/ or amend risky and/ or unsafe work practices;
- Serve as Secretary to the Safety and Health Committee, and as such he/she shall:
  - a. Notify members of the meetings
  - b. Prepare minutes of the meeting
  - c. Submit to the head of agency a report of the activities of the Committee including the recommendations made.
- Report on the occurrence of accidents.
- Coordinate all safety and health training programs for the agency management and employees.
- Assist the Executive Director in ensuring the protection of offices, faculty members, personnel, student facilities, and properties of university from potential threats, harm, and damage.
- Assist in planning the safety and security measures and procedures of the University as well as the conduct of regular training, seminars, and workshops on safety and security
- Assist in maintaining the peace and order situation of the University without violating the rights of every member of the academic community
- Assist in recommending the promotion, replacement, transfer, or retention of the safety and security force
- Assist in the conduct of information dissemination on hazardous and risky areas in the campus like construction sites, dilapidated structures, chemical leaks, sewerage leaks and damaged drainage, and manholes
- Assist in conducting investigation of suspicious activities, hazardous conditions, and irregularities in the AOR
- Conduct safety and security inspection in every post of security personnel, including external campuses, as mandated by the Executive Director of OSSDRM
- Provide public safety by maintaining order, responding to emergency situation such as, earthquake, fire, and bomb threats
- To perform other tasks as the University President may direct.

#### 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 communities 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 **December 02, 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