

(As of December 12, 2022)



**Bulacan State University**  
**Central Human Resource Management Office**

Invites applicants for **Instructor I** and **Assistant Professor I** positions for the **BUSTOS CAMPUS** with the following **QUALIFICATIONS** pursuant to CSC MC No. 19, s. 2005, CSC MC No. 22, s. 2016 and CSC MC No. 1, s. 1997.

No. of Vacant Positions	POSITION TITLE	SALARY GRADE (SG)	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OTHERS
1	Instructor I	12-1	Bachelor of Science in Business Administration major in Financial Management with a Master of Business Administration	None required	None required	None required	Must meet the NBC 461 points for the position
			Bachelor of Science in Accountancy with a Master of Business Administration	None Required	None Required	RA 1080 (Certified Public Accountant)	Must meet the NBC 461 points for the position
1	Assistant Professor I	15-1	Bachelor of Science in Industrial Engineering with a Master of Science in Industries and Management/Master of Industrial Engineering (Preferably Certified Industrial Engineer)	1 year of relevant experience	4 hours of relevant training	None Required	Must meet the NBC 461 points for the position

**ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):**

1. Application letter addressed to the University President **Dr. Cecilia S. Navasero-Gascon**;
2. Comprehensive Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with a recent passport-sized picture (CS Form No. 212 Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
4. IPCR in the last rating period (**for BulSU employee**); Performance Rating (**for non-BulSU employee**);
5. Transcript of Records (both bachelor's and master's);
6. Diploma (both bachelor's and master's);
7. Certificate of Eligibility / License / Rating;
8. Certificate/s of Employment signed by the previous employer/s;
9. Published book/s; research published/presented in refereed journals or sites accredited by CHED (if applicable).

**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 account of their age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, political affiliation and other economic, social, cultural, and political characteristics.
- Qualified applicants are advised to send their application to [chrmo.recruitment@bulsu.edu.ph](mailto:chrmo.recruitment@bulsu.edu.ph).


The deadline for application and submission of the above-mentioned documents is until December 22, 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