



Bulacan State University

Invites applicants for:

(1) EBJO Computer Technician Bustos Campus (Bustos, Bulacan)

QUALIFICATIONS:

Education: Any Bachelor's Degree / BSIT
Experience: None required
Training: None required
Skills: Troubleshoot computer software programs, hard drive problems and internet connectivity, organize records of computers, troubleshoot printers

DUTIES AND RESPONSIBILITIES

- Coordinates with the different college chairs and heads regarding repair and maintenance of computers.
- Conducts periodic inspection and checking of all the computer laboratories in the different colleges and offices.
- Request for the purchase of computer parts to replace broken and damage attachments and parts.
- Prepares and submits annual report of accomplishment.
- Receives, store and issues properties at the campus.
- Attaches identification tags or label to property according to type of object.
- Ensure the property is fully utilized, safeguard from misuse or theft, and the unneeded personal property is promptly reported for reutilization, redistribution or disposal.
- Ensure the physical inventories are completed, records are reconciled, and discrepancies are investigated and resolved.
- Ensure the prompt transfer of Proper Acknowledgement Receipt for Equipment, including conducting a physical inventory and the preparation of a new Property Acknowledgement Receipt for Equipment.
- Review Property Acknowledgement Receipt for Equipment to determine when lost, damaged or destroyed personal property is reported and whether adequate controls and precautions were exercised.
- Assist installing internet connection in the campus
- Regular checking of internet connection, printers and computers being use by the Faculty and NAPA.
- Does related work.

ALL APPLICANT MUST CONTAIN THE FOLLOWING DOCUMENTS:

1. Signed application letter addressed to the University President Dr. Cecilia N. Gascon
2. Comprehensive Resume with one (1) Recent passport-sized picture.
3. Performance rating in the last rating period (for private companies/institution) / IPCR for government
4. 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 the previous employer

Note: Everyone is encouraged to apply, regardless of gender, age, disability, civil status, ethnicity, religion, etc. (Pursuant to existing Philippine Laws).

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

Deadline of Application is until January 13, 2023

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.

MARIA ROSALIE M. MENDOZA

Head, Administrative and HRMO-External