

(as of January 3, 2023)



# Bulacan State University

Invites applicants for:

## (1) EBJO CLERK

### STUDENT WELFARE & DEVELOPMENT- EXTERNAL

(Malolos City, Bulacan)

#### QUALIFICATIONS:

**Education:** Graduate of BA in Mass Com / Business Administration

**Experience:** 1-year relevant experience in Office Management

**Skills:** Proficient in all MS Applications, Graphis Software and Video Editing Software

#### DUTIES /FUNCTIONS

- Provide assistance to higher-ranking officer, in the endeavors related and/or specific to the Office of Student Welfare and Development-EC;
- Responsible of ensuring meetings and effectively organize and minute;
- Responsible to communications, that is calling and receiving calls from other offices, and must relay information to the higher-ranking officer;
- Perform clerical duties such as organize files, draft messages, schedule effectively and draft reports;
- Process the documents needed for the insurance request from external campuses;
- Coordinate academic heads under the Student Welfare and Development Division- External Campus
- Act as liaison to all concerns of all the OSWD units like OSO, CARDSIS, etc. in the meantime that the heads of these offices are not designated officially
- Perform other related functions as maybe assigned.

#### ALL APPLICANT MUST CONTAIN THE FOLLOWING DOCUMENTS:

1. Application letter addressed to the University President **Dr. Cecilia N. Gascon**
2. Comprehensive Resume with one (1) **Recent passport-sized picture**.
3. Photocopy of the supporting documents: (Original copies shall be presented for validation) of the following documents:
  - 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
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**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](mailto: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