

(As of January 17, 2023)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### Technical Staff (EBO)

for **Planning and Development Office** with the following **QUALIFICATIONS**:

- **Education:** Bachelor's Degree in Engineering/Mathematics/Statistics/Computer Science/Information Technology
- **Training:** None required
- **Experience:** None required
- **Eligibility:** None required
- **Skills:** Excellent mathematical and analytical skills. Good communication skills.

### DUTIES and RESPONSIBILITIES:

- Make regular updates on big University data on DBM Organizational Outcomes (OOs), five-Development Plan, and other data required/requested by external government agencies and private partners every quarter of the academic year;
- Encode and submit OO Accomplishments to the DBM URS;
- Do visualization and interpretation of big University data;
- Assist in making recommendations for achieving University targets;
- Prepare supporting documents as required by external government agencies (i.e. PBB Supporting documents, PASUC, and others);
- Submit all gathered data to the Data Analytics, Intelligence, and Connectivity Unit (DAICU) of the PDO for future processing of data; and
- Perform miscellaneous job-related duties as assigned.

### 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 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 January 27, 2023.**

**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

