

(As of January 18, 2022)



## Bulacan State University Central Human Resource Management Office

Invite applicants for:

### One (1) Programmer / Web Developer (Contract of Service)

for the **Information Systems / Technology Implementation and Operations Support Office** with the following **QUALIFICATIONS:**

- **Education:** Graduate of Computer Engineering or IT
- **Training:** None required
- **Experience:** None required
- **Eligibility:** None required
- **Skills:** Knowledgeable in MS office, Laravel, Vue, MySQL

#### DUTIES and RESPONSIBILITIES:

- Update, create, and post contents for the Bulacan State University Website
- Assist in maintaining BulSU's domain websites
- Construct designs, layouts, and other similar needs for the BulSU Website
- Create / develop program for the University
- Attend necessary inspections on IT related materials / devices for procurement / purchase
- Monitor maintenance activities of BulSU owned IT materials
- Assist in IT related queries and activities of BulSU administration.

#### 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 28, 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