

(As of January 20, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

TWO (2) EBJO - CLERKS

for **Internal Legal Affairs Office** with the following **QUALIFICATIONS**:

- **Education:** Graduate of bachelor's degree: Legal Management, Accountancy, or Public Administration is an advantage
- **Training:** None required
- **Experience:** None required
- **Eligibility:** None required
- **Skills:** Computer literate and organized

DUTIES and RESPONSIBILITIES:

- Encode and draft letters, correspondences, and contracts;
- Liaise with different offices of the University;
- Process, scan, and photocopy documents;
- Ensure that the head of office has the prepared copies of all documents with signature;
- Save and keep all physical documents in a secure place;
- Save all electronic documents in the cloud storage and a physical drive;
- Receive and make calls as may be directed by the head of the office;
- Do other related office works as may be assigned by the Director.

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 (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.

Deadline of application is until **January 30, 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