



Bulacan State University

Invites applicants for:

(1) EBJO CLERK SARMIENTO CAMPUS

(San Jose Del Monte, Bulacan)

QUALIFICATIONS:

Education: Graduate of any bachelor's degree
Experience: with 1-year experience
Skills: Social and Communication Skills
Eligibility: None Required

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:
 - o Transcript of Records
 - o Diploma
 - o Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - o Seminar/Certificates attended for the last five (5) years
 - o Certificate of Board of Ratings/Eligibility (if applicable)
 - o Certificate/s of Employment signed by 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 30, 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