

(As of January 27, 2023)



Bulacan State University
Central Human Resource Management Office

Invites applicants for **Instructor I** position for the **College of Business Administration** with the following **QUALIFICATIONS** pursuant to CSC MC No. 19, s. 2005, CSC MC No. 22, s. 2016 and CSC MC No. 1, s. 1997.

| No. of Vacant Positions | POSITION TITLE | SALARY GRADE (SG) | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | OTHERS |
|-------------------------|---|-------------------|---|---------------|---------------|---------------|---|
| 1 | Instructor I (BULSUB-INST1-145-2016) | 12-1 | • Bachelor of Science in Business Administration major in Financial Management with a Master in Business Administration | None required | None required | None Required | Must meet the NBC 461 points for the position |

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):

1. Application letter addressed to the University President **Dr. Cecilia S. Navasero-Gascon**;
2. Comprehensive Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with a recent passport-sized picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph;
4. IPCR in the last rating period (for BulSU employee); Performance Rating (for non-BulSU employee);
5. Transcript of Records (both bachelor's and master's);
6. Diploma (both bachelor's and master's);
7. Certificate of Eligibility / License / Rating;
8. Certificate/s of Employment signed by the previous employer/s;
9. Published book/s; research published/presented in refereed journals or sites accredited by CHED (if applicable).

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 account of their age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, political affiliation and other economic, social, cultural, and political characteristics.
- Qualified applicants are advised to send their application to chrmo.recruitment@bulsu.edu.ph.

The deadline for application and submission of the above-mentioned documents is until February 6, 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.


ISABELITA C. BENEDICTOS
Director, Administrative and Management Services and
Assistant Director, Central HR-RSA

Control Number: 2023-001