

(As of February 15, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(2) DRIVERS-EBJO

For the OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE & MANAGEMENT SERVICE with the following QUALIFICATIONS:

- **Education:** Bachelor in Industrial Technology major in Automotive/ High School Graduate / Completion of Vocational Course
- **Training:** None Required
- **Experience:** At least one (1) year experience in auto repair shop, maintenance and troubleshooting of motor vehicles.
- **Eligibility:** Professional Driver's License (Restrictions 1, 2, 3)
- **Skills:** Demonstrated ability in driving. Automotive Servicing NC II / Driving NC II.

DUTIES and RESPONSIBILITIES:

- Drive automobiles or other vehicles anytime their services are needed;
- Maintains and services vehicles operated;
- Checks working condition of vehicles;
- Checks "BLOWBAGETS" (Battery, light, Oil, Water, Brake, Air, Gas, Engine, Tire, and Self) procedure on the assigned vehicle;
- Recommends the repair of damaged parts;
- Perform minor vehicle repairs
- Submits monthly diesel/kilometer consumption report of the vehicles used;
- Does related work.

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 February 24, 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 Management Services and
Assistant Director, CHRMO