

(As of February 15, 2023)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### (2) VIDEO EDITORS (Project Based)

for **INTERNAL QUALITY ASSURANCE OFFICE** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Information Technology / Computer Engineering / Broadcasting
- **Experience:** Must have experience in editing various video projects and inserting sound effects, music and transitions.
- **Training:** None required
- **Eligibility:** None required
- **Skills:** Ability to multitask and work toward several milestones on various projects simultaneously.

#### DUTIES and RESPONSIBILITIES:

- Collect documents/pictures/videos for each area in Institutional Accreditation
- Create AVP for the 9 areas

#### 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 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