

(As of March 03, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(1) ENGINEER 1-EBJO (SG 12)

For the **DIO-CYBERNETICS RDC'S-ELECTRONICS AND CONTROL SYSTEMS RESEARCH (ECSR CENTER)** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Bachelor of Science in Mechatronics Engineering
- **Experience:** None required
- **Training:** None required
- **Eligibility:** None required
- **Skills:** Engineering Design and Implementation Skills

DUTIES and RESPONSIBILITIES:

- Attend meetings related to Product Development Initiatives of the Center or if required by the supervisors;
- Engineer 1 generally assists in design, development, implantation, and analysis of technical products and systems;
- Performs engineering design tasks with standard techniques;
- Assist faculty researchers in crafting System Level and Detailed Level Design for ongoing R&D Initiatives of the faculty researches;
- Assist faculty researchers in the implementation of R&D Initiatives;
- Participates in Ideation Process for Product Development of the Center;
- Create ISO Compliant Standard Operating Procedures for the Center;
- Participates in crafting and updating Center Manual;
- Facilitates the Inventory, Troubleshooting and Maintenance of the Machines and Equipment of Center;
- Identify needed technical equipment including software and materials for the succeeding year and translate it into PPMP;
- Supervise Machine Operators if there are any;
- Enforce and observes Safety Protocols within the Center;
- Comply and Enforce Development and Innovation Policies;
- Create Training Modules for the Machines;
- Facilitates Technical Training and Workshops of the Center;
- Generates necessary technical reports;
- Perform task as per instructed by the Center Head and Directors.

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 March 12, 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