

(As of March 03, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(1) CLERK -EBJO

For the **GENDER AND DEVELOPMENT CENTER (GADC)** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Bachelor of Science in Information Technology
- **Experience:** None required
- **Training:** None required
- **Eligibility:** None required
- **Skills:** Use different computer applications knowledgeable in Graphic Designs

DUTIES and RESPONSIBILITIES:

- Encoding of Evaluation Forms from different seminars;
- Encoding of Sex Disaggregated Data;
- Preparing itinerary of Travel for GAD Activities;
- Coordinating the GAD Focal Point System for GAD Activities like meetings, training/Seminars;
- Assisting the students, faculty, personnel and walk-in queries;
- Monitoring all GAD Programs, Activities and Projects (PAPs);
- Coordinating/inviting guest speakers for the GAD activities like seminar and trainings;
- Preparing of the minutes of GAD meeting;
- Helping in the preparation of IEC's;
- Encoding of employees attendance for attribution purposes;
- Performing such other duties and responsibilities as maybe called for by the GAD FPS.

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