

(As of March 03, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(1) CLERK-EBJO

For the **INSTITUTE OF ENVIRONMENTAL GOVERNANCE** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Bachelor of Science major in Environmental Science or any related course
- **Experience:** None required
- **Training:** None required
- **Eligibility:** None required
- **Skills:** Knowledgeable in Microsoft Office. Willing to do fieldworks.

DUTIES and RESPONSIBILITIES:

- Assist during the planning sessions and project implementation of IEG projects and activities;
- Encode communication letters, annual reports of accomplished IEG projects and activities;
- Prepare accomplishment report and documentation of IEG projects, programs, and activities;
- Assist in the monitoring of IEG programs, projects and activities;
- Prepare Project Procurement Management Plan of IEG;
- Provide assistance to the Head of IEG on matters pertaining to implementation of IEG Program;
- Coordinate and oversee the implementation IEG programs, projects and activities to ensure compliance on environmental laws;
- Perform regular site inspections for environmental compliance of the IEG projects in the University and the community;
- Coordinate with the colleges and offices that are in related to IEG activities;
- Coordinate with NGAs, NGOs, communities and other stakeholders involved in environmental protection;
- Answer inquiries and facilitate request thru the telephone, cellphone, and email;
- Prepare necessary letters and documents of IEG activities;
- Assist in assessing potential environmental risk and develop mitigation plans;
- Maintain complete and clear documentations for environmental operations for reference purposes;
- Prepare monthly physical and financial report of project utilization;
- Perform other tasks as maybe assigned from time to time;
- Prepare audio presentation when needed;
- Provide summative report of fieldworks when needed;
- Serve as enumerator for research and extension purposes;
- Serve as technical assistant on presenting reports through Power Point presentations;
- Assists in the monitoring of protected areas of the IEG not limited to mangroves, rivers, forests, islands if needed;
- Delivers intra-office and inter-office correspondences, packages and messages;
- Assists in preparation of terminal reports;
- Maintaining and securing IEG records;
- Coordinates with the QMS implementation, monitoring, update of the status of compliance.

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

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