

(As of March 03, 2023)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### (2) CLERK -EBO

For the **OFFICE OF THE FACULTY AND STAFF DEVELOPMENT (OFSD)** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Bachelor of Science in Legal Management / Information Technology / Public Administration / Mathematics/ Computer Science/ BA in Journalism
- **Experience:** None required
- **Training:** None required
- **Eligibility:** None required
- **Skills:** Computer Literate /Database Management/ Technical Writing and Analytical Skills. Commendable interpersonal skills, trustworthy, attentive to details. Above average on oral and written communication skills and can handle multitasks.

#### DUTIES and RESPONSIBILITIES:

- Ability to writes and reviews communication letter, transmittal letter and other official letter of the Office of the Faculty Staff Development
- Ensures compliance with University, CHED and other partners agencies practices, policies, regulations and principles of good practice with regards to initial awarding of scholarship programs
- Monitors scholarship reports and data regarding the BulSU, BulSU Weekend, BulSU SEARCA, CHED, DOST-CBPSME, DOST-ERDT and other scholarship programs in OFSD
- Provides information to faculty members about the scholarship guidelines, regulations, and awards
- Collects and compiles the reimbursement fees and other needed documents of faculty scholars
- Updates and reviews the report of the total number of OFSD faculty scholars
- Assists the Head of the OFSD in accomplishing the tasks to ensure that all other documents are accordingly signed, endorsed, and/or accomplished
- Assists in the programs, meetings and trainings for BulSU Faculty and Non-Academic Personnel
- Prepares the Faculty Scholar contract of Scholarship
- Prepares letter for legal certification and legal opinion regarding the scholarship matters
- Assists in the meetings and general assembly for faculty scholars.
- Encodes and prepares a minute of the meeting in OFSD.
- Verifies all communications submitted to the Head of the OFSD
- Assists the faculty regarding their requests for study leave extension and request for clerical work
- Assists the Faculty on their requests for study leave and application for scholarship
- Assists the faculty and faculty-scholars in accomplishing their documents for submission to OFSD for reimbursement, and transmitted to HRMO Payroll
- Reviews and facilitates the requirements for Training Request Form of the faculty members in main campus and external campuses
- Validates the certificates and record the trainings attended by colleges and external campuses
- Assists faculty members inquiring and/or applying for scholarship, trainings, and thesis/dissertation financial assistance
- Files and encodes the copy of submitted scholarship, trainings, and thesis/dissertation financial assistance
- Updates and provides the following reports in the needed documents for ISO, Accreditation, Budget, Planning and Development Office, PBB, CHED and other agency partners of OFSD.
- Prepares the quarterly and annual reports of OFSD faculty scholarship, trainings and thesis/dissertation financial assistance
- Prepares, reviews and compiles the Faculty Development Plan (FDP) and Non-Academic Personnel Development Plan (NAPDP) for 3 years
- Research potential partnerships for scholarship programs of OFSD.
- Evaluate the scholarship program on an annual basis
- Transmit the documents/communications to and from offices and colleges
- Performs, reviews and facilitates the Training Analysis Program for Faculty Members and Non-Academic Personnel
- File, keep and update records
- Answer phone calls and emails
- Arrange files
- Perform other functions assigned by the Head of the OFSD.

#### 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 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