

(As of March 03, 2023)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### (1) CLERK-EBJO

For the **OFFICE OF THE PRESIDENT (EXECUTIVE SECRETARY)** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Bachelor of Arts in Organizational Communication, or related course.
- **Experience:** None required
- **Training:** None required
- **Eligibility:** None required
- **Skills:** Strong interpersonal skills, including excellent written and oral communication skills, with analytical skills. Proficient in MS Office Application. Exceptional skill with nuances of social media writing, including the use of hashtags, emojis and acronyms. With understanding of SEO and knowledgeable in different Publishing Software, with working experience.

#### DUTIES and RESPONSIBILITIES:

- Receive, release and record all internal and external communication.
- Respond to queries from other offices/Agencies.
- Maintain and update records of all communication.
- Maintain all communication records in the office.
- Maintain digital archives of all documents in the office.
- Perform other clerical task.
- Perform other task as may be assigned by the Executive Secretary.

#### 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