

(As of March 03, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(1) TECHNICAL STAFF-EBJO

For the **PLANNING AND DEVELOPMENT OFFICE (PLANNING MANAGEMENT TEAM)** with the following **QUALIFICATIONS:**

- **Education:** Graduate of Public Administration/ Financial/ Business / Legal Management / Computer Science / Tourism
- **Experience:** None required
- **Training:** None required
- **Eligibility:** None required
- **Skills:** Strong analytical skills, excellent oral and written communication skills. Knowledgeable in Microsoft Office. Idea generator, creative and innovative (improvement of the existing the process)

DUTIES and RESPONSIBILITIES:

- Assist in developing the BulSU Strategic Performance Management System (SPMS) and monitor its implementation;
- Organize the Quarterly Performance Management Team (PMT) Conference;
- Assist in revising the office and college Office Performance Commitment and Review Forms (OPCR's);
- Prepare minutes of meetings and delivery reports needed by the PMT;
- Perform other duties of a similar or related level as necessary or assigned.

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