



Bulacan State University

Invites applicants for:

(1) EBJO COMPUTER TECHNICIAN

SARMIENTO CAMPUS

(San Jose Del Monte, Bulacan)

QUALIFICATIONS:

- Education:** Graduate of BSIT or Computer technology
Experience: preferably with 1 year experience
Training: None Required
Eligibility: None Required
Skills: Skillful in repair and maintenance of laboratory equipment etc.
Computer literate
Knowledgeable in Hardware and Software application

DUTIES AND RESPONSIBILITIES:

- Keep, maintain and check mechanical tools and equipments;
- Assist students in operation of different machine tools and set up machine for safety purposes;
- Clean dust and lint from machines; and also clean the floor around the machine;
- Perform welding works for maintenance and machine work;
- Check specification of spare parts requisitioned;
- Keep records and reports of accomplishment;
- Do related work.

ALL APPLICANT MUST CONTAIN THE FOLLOWING DOCUMENTS:

1. Duly signed application letter addressed to the University President **Dr. Cecilia N. Gascon**
2. Comprehensive Resume with one (1) **Recent passport-sized picture**.
3. Photocopy of the supporting documents: (Original copies shall be presented for validation) of the following documents:
 - 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: Everyone is encouraged to apply, regardless of gender, age, disability, civil status, ethnicity, religion, etc. (Pursuant to existing Philippine Laws).

Qualified applicants are advised to send their application with the following documents to hrmo.external@bulsu.edu.ph.

Deadline of application is until March 17, 2023.

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.

CARMINA A. DIONISIO
Head, Administrative and HRMO-External