

(As of March 15, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(127) JANITORS (EBJO) *(P630.05/day)*

for the **OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE** with the following **QUALIFICATIONS:**

- **Education:** At least High School Graduate
- **Experience:** With at least one (1) year relevant experience
- **Training:** None required
- **Eligibility:** None required
- **Skills:** Housekeeping/cleaning skills
- **Others:** Physically fit and not more than 45 years old

DUTIES and RESPONSIBILITIES:

- Cleans buildings, offices, and surrounding areas.
- Keeps office equipment and furniture clean and orderly.
- Collects and dumps garbage.
- Keep toilet and closet clean and sanitary.
- May drain, scrape or clean canals, gutters and similar structures.
- Cares and maintain for the health of plants.

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS

1. Application letter addressed to the University President **Dr. Cecilia S. Navasero-Gascon;**
2. Resume with 1 recent photo
3. Certificate of employment from previous employer/s
4. Pre-employment medical exam (Urinalysis, Drug Test, and X-ray) results

NOTE:

The university encourages all interested qualified applicants to apply, regardless of disability, sex, sexual orientation and gender identity, civil status, religious beliefs, ethnicity or political affiliation.

Submission of application shall be on **March 24, 2023, Friday, 8:30am to 4:30pm** at the BulSU Valencia Hall.

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

Please be guided accordingly.

Thank you.

ISABELITA C. BENEDICTOS

Director, Administrative Management Service and
Assistant Director, CHRMO

A handwritten signature in blue ink, appearing to read 'Isabelita C. Benedictos', is written over the printed name and title.