

(As of April 04, 2023)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### (1) CAD Architect (Contract of Service)

for the **Project Management Office** with the following **QUALIFICATIONS**:

- **Education:** Graduate of BS Architecture
- **Experience:** With at least 2 years of work experience
- **Training:** None required
- **Eligibility:** Registered Architect
- **Skills:** With CAD / 3D rendering skills

#### DUTIES and RESPONSIBILITIES:

- Assist in planning and designing the development projects to meet the goals and objectives of the University;
- Create building designs and drawings both manually by hand and by using architectural software applications like CAD;
- Conduct a site visit inspection of a proposed project prior to the preparation of cost estimates;
- Assist in estimating the cost and programming the works of all outlay projects;
- Assist in monitoring the implementation and progress of all infrastructure projects of the university campus development projects;
- Consults with the supervisor to ascertain the requirements of the campus development project and confirms such requirements with him
- Prepares schematic design studies leading to a recommended solution including a general description of the university campus development projects for approval
- Prepares final design and schematic design studies, the design development documents consisting of plans, elevation, and other drawings required for campus development projects; and
- Coordinates with other building design professionals including allied architects, structural engineers, electrical engineers, mechanical engineers and other specialized service in construction and incorporate them as a whole-body design to the projects.

#### 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 April 13, 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.

Thank you.

  
**ISABELITA C. BENEDICTOS**

Director, Administrative Management Service and  
Assistant Director, CHRMO