

(As of April 17, 2023)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### (1) CLERK (EBJO)

for the **ASSET MANAGEMENT UNIT** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Bachelor of Science in Accountancy/Management
- **Experience:** None required
- **Training:** None required
- **Eligibility:** None required
- **Skills:** With computer, analytical and good communication skills

#### DUTIES and RESPONSIBILITIES:

- Acceptance of items/properties to be disposed, and all the necessary documents pertaining thereto;
- Review the unserviceable equipment and property listed in the Inventory and Inspection Report of Unserviceable Property (IIRUP);
- Preparation of Invitation to BID (ITB) for property items for property items for disposal;
- Posting ITB;
- Scheduling of Bidding
- Preparation of Abstract of Bids;
- Handling of all Disposal Committee's technical and administrative matters;
- Safekeeping and systematic filling of Committee documents and records.

#### 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 26, 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