



Bulacan State University
Central Human Resource Management Office

Invites applicants for:

(1) INFORMATION OFFICER III

Plantilla Item No.: **BULSUB-INFO3-70-2022**
Monthly Salary: **46,725/ SG 18-1**
Place of Assignment: **Information Unit**

with the following Minimum Qualification Standards as per approved Merit Selection Plan (MSP) for Non-Academic Personnel and Qualification Standards revised 1997;

- **Education:** Bachelor's Degree
- **Training:** 8 hours of relevant training
- **Experience:** 2 years of relevant experience
- **Eligibility:** Career Service (Professional)/ Second Level Eligibility

DUTIES and RESPONSIBILITIES:

Under general supervision:

- Lead and coordinate the preparation and implementation of the Office of the President's Information & Communications;
- Exercise technical supervision of the Information Unit;
- Establish and maintain network with other SUC's information officers;
- Management (Approves/ Disapproves) of materials for use of the University President;
- Pass upon and proofreads the scientific and technical articles needed by the University President;
- Supervise the press releases and announcement items to print and broadcast on Agency's performance, issuances, and pronouncements.
- Prepare periodic report, magazines, and other related articles of accomplishments of the Office of the President;
- Prepare for the periodic progress and accomplishment report of the Information Unit; and
- Perform other related functions as may be assigned by the University President or the Executive Secretary.

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 June 10, 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 Services and
Assistant Director, CHRMO