

(As of October 11, 2023)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### One (1) Monitoring and Evaluation Staff *Employment by Job Order*

for **Monitoring and Evaluation Office** with the following **QUALIFICATIONS**:

- **Education:** Graduate of 4-year Business course
- **Training:** None required
- **Experience:** None required
- **Eligibility:** None required
- **Skills:** Knowledge in project monitoring and evaluation with excellent analytical and communication skills

#### **DUTIES and RESPONSIBILITIES:**

##### ***\*\*Setting up the system***

- Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant;
- Develop the overall framework, for project M&E, for example monthly project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems;
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation;
- Develop baseline data for each project component and for all project indicators;
- Develop a plan for project-related capacity-building on M&E; and
- Organize and undertake training on M&E as required.

##### ***\*\*Implementation of M&E and coordination***

- Collect data on a regular basis to measure achievement against the performance indicators;
- Maintain and administer the M&E database; analyze and aggregate findings;
- Support project progress reporting, project monthly review and final evaluation;
- Monitor all project, activities and progress towards achieving the project output;
- Evaluate all project, activities and programs in order to inform and improve strategic decisions of the university; and
- Suggest strategies to improve the efficiency and effectiveness of the programs, projects and activities implementation.

##### ***\*\*Communication***

- Produce reports on M&E findings and prepare presentations based on M&E data as required;
- Submit a quarterly report of all project/activities, to include but not limited to:
  - 2.1 Externally and Internally Funded Research;
  - Externally and Internally Funded Extension Projects;
  - Infrastructures;
  - Strategic Plan; and
  - Quality Assurance
- Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap; and
- Perform other duties as may be assigned by higher authority.

#### **ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):**

1. Application letter addressed to the University President **Dr. Teody C. San Andres**;
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 **October 21, 2023**.**

**Please be reminded that allocation and assignment of points shall be based on evidences submitted.**

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