

(As of November 10, 2023)



Bulacan State University

Central Human Resource Management Office

Invites applicants for:

(1) INFORMATION OFFICER I

Plantilla Item No.: **BULSUB-INFO1-34-2022**
Monthly Salary: **27,000/ SG 11-1**
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:** None required
- **Experience:** None required
- **Eligibility:** Career Service (Professional)/ Second Level Eligibility

DUTIES and RESPONSIBILITIES:

Under general supervision:

- Develops and drafts assigned communications materials;
- Assists in monitoring the social media accounts of the Office of the President and provides admin and technical assistance in implementing various OP activities;
- Sources photos and other required materials for OP publication in various platforms;
- Writes assigned communications required by the Office of the President;
- Perform other clerical tasks; and
- Perform other tasks for the OUP as assigned by the Executive Secretary and the Information Officer III.

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):

1. Application letter addressed to the University President **Dr. Teody C. San Andres**;
2. Comprehensive Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with a recent passport-sized picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph ;
4. IPCR in the last rating period (for BulSU employee); Performance Rating (for non-BulSU employee); Should have obtained at least Very Satisfactory performance rating in the last rating period.
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 applications to chrmo.recruitment@bulsu.edu.ph.

The deadline for application and submission of the above-mentioned documents is until **November 20, 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.


ISABELITA C. BENEDICTOS
Director, Administrative Management Services and
Assistant Director, CHRMO