

(as of November 20, 2023)



Bulacan State University

Invites applicants for:

(1) EBJO-Recruitment, Selection, and Administration Clerk (Employee By Job Order)

Human Resource Management Office-External Campus

QUALIFICATIONS:

Education: Graduate of any Bachelor's Degree
Experience: None Required
Training: None required
Skill: Oral and written communication skills and computer literate
(Excel, Word, and PowerPoint)

Eligibility: None Required

DUTIES AND RESPONSIBILITIES

- Does the hiring process of Hagonoy, Bustos, Meneses, and Sarmiento Campus;
- Does profiling of Non-regular NAP and Faculty of Hagonoy, Bustos, Meneses, and Sarmiento Campus;
- Checking, consolidating and updating of submitted Personal Data Sheet (PDS) of Non-regular NAP and Faculty;
- Sorting PDS for transmittal to Records Office;
- Encoding of 201 File of Newly-hired Non-regular NAP and Faculty and preparation of transmittal for submission to Records Office;
- Liaison for PhilHealth and SSS;
- Verification of Academic records for newly hired non-regular NAP and Faculty;
- Verification of previous employer Background Investigation) for newly hired non-regular NAP and Faculty;
- Provides data of non- regular faculty for Normative report (CHED);
- Provides data of non-regular NAP and Faculty for IGHRIS (CSC);
- Continuous updating of personnel complement (for non-regular NAP and Faculty);
- Coordinates with CHRMO and Records office on Service Records of non-regular NAP and Faculty;
- Provides data for budget preparation;
- Preparation, distribution and consolidation of Notice of Expiration of Contract with Part-time intent form to be re-hired form to colleges/offices;
- Recording, consolidating and submission of approved recommendation for renewal of Non-Regular Faculty to Payroll unit;
- Preparation of transmittal of contract to OUP for signature;
- Consolidating of approved contract of non-regular faculty for transmittal to external campus for notary;
- Checking and consolidating of notarized contract of Contract of Service NAP;
- Preparation of transmittal and scanning of contract on non-regular faculty to Payroll unit, Records office and COA office;
- Preparation of Appointment for Excess loads of Regular Non- Academic Personnel with Teaching Loads and Regular Faculty;
- Scanning and Submission of appointment for excess loads to Records office and campus/office to Records office;
- Consolidation of approved resignation/end of contract and leave of absence of non-regular NAP and coordinating with Payroll unit and Records Office;
- Updating of checklist of non-regular faculty from time to time; updating the tracker of separated non-regular faculty;
- Performs other duties of a similar or related level as necessary or assigned

ALL APPLICANT MUST CONTAIN THE FOLLOWING DOCUMENTS:

1. Duly signed 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 recent passport-sized picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph
4. Performance rating in the last rating period (if applicable)
5. Scanned copy of the supporting documents:
 - Transcript of Records
 - Diploma
 - Certificate of Graduate Studies units earned (if applicable)
 - Certificate of Board of Ratings/Eligibility (if applicable)
 - Certificate/s of Employment signed by previous employer (if applicable)
 - Certificate/s of Seminar attended (if applicable)

Note: Everyone is encouraged to apply, regardless of gender, age, disability, civil status, ethnicity, religion, etc. (Pursuant to existing Philippine Laws).

Qualified applicants are advised to send their application with the following documents to hrmo.external@bulsu.edu.ph.

Deadline of application is until NOVEMBER 30, 2023.



CARMINA A. DIONISIO

Head, Administrative and HRMO-External