

(As of September 30, 2022)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

One (1) Engineer 1 - EBJO (SG12)

for DIO – Cybernetics RDCs – Information System and Process Improvement Research Center (ISPIR Center) with the following **QUALIFICATIONS**:

- **Education:** Graduate of Industrial Engineering
- **Training:** None required
- **Experience:** None required
- **Eligibility:** None required
- **Skills:** Engineering design and implementation skills; Process improvement skills

DUTIES and RESPONSIBILITIES:

- Attend meetings related to Product Development Initiatives of the center or if required by the supervisors;
- Assists in design, development, implementation, and analysis of technical products and systems;
- Performs engineering design tasks with standard techniques;
- Assists faculty researchers in crafting System Level and Detailed Level Design for ongoing R&D Initiatives of the faculty researchers;
- Assists faculty researchers in the implementation of R&D Initiatives;
- Participates in Ideation Process for Product Development of the center;
- Creates ISO Compliant Standard Operating Procedures for the center;
- Participates in crafting and updating Center Manual;
- Facilitate in the inventory, troubleshooting and maintenance of the machines of the center;
- Identify needed technical equipment including software and materials for the succeeding year and translate it into PPMP (Project Procurement Management Plan);
- Supervise machine operators, if there are any
- Enforce and observe safety protocols within the center, comply and enforce Development and Innovation Policies;
- Create training modules for machines and facilitate Technical Training and Workshops of the center;
- Generate necessary technical reports;
- Perform tasks as instructed by the Center Head and Directors.

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)
 - o Transcript of Records
 - o Diploma
 - o Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - o Seminar / Certificates attended for the last five (5) years
 - o Certificate of Board of Ratings / Eligibility (if applicable)
 - o 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 **October 10, 2022**.

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