

(As of September 30, 2022)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

One (1) Project Development Officer 1 - EBJO (SG11)

for DIO – Sparks IECs – Social Business Incubation Hub with the following **QUALIFICATIONS**:

- **Education:** Graduate of bachelor's degree preferably in BSBA major in Financial Management / Marketing Management / BS Entrepreneurship
- **Training:** None required
- **Experience:** Marketing and crafting business plans and knowledgeable in creating project proposals
- **Eligibility:** None required
- **Skills:** Excellent written and oral communication and people skills

DUTIES and RESPONSIBILITIES:

- Craft the Business Plans of the proposed projects of various centers;
- Assist in the planning of research and development projects and activities related thereof conducted by the Business Innovation Program;
- Assist in monitoring all project activities, expenditures and progress towards achieving the project output;
- Assist in formulating and developing Business Innovation Program Policies;
- Participate in project reviews and assist the Center Head in preparing relevant reports;
- Identify and track relevant project program compliance requirements and opportunities for innovation and business program expansion within identified scope;
- Provide backing to the team by providing strong data-driven support across communications, marketing, engagement, etc.
- Participate in development of project summaries for collaboration and/or partnering with other institutions and industry (plans, researches, develops and writes);
- Perform other functions as needed.

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.

A handwritten signature in blue ink, appearing to read 'ISABELITA C. BENEDICTOS'.

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