

(As of March 18, 2024)



Bulacan State University Human Resource Management Office

Invites applicants for **Instructor III** and **Assistant Professor IV** positions for the **COLLEGE OF BUSINESS ADMINISTRATION** with the following **QUALIFICATIONS** pursuant to CSC MC No. 19, s. 2005, CSC MC No. 22, s. 2016 and CSC MC No. 1, s. 1997.

No. of Vacant Positions	POSITION TITLE	SALARY GRADE (SG)	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OTHERS
3	(2) Instructor III (BULSUB-INST3-3-2023 BULSUB-INST3-4-2023)	14-1	* (2) Master in Business Administration/ Master of Science in Accounting with a Bachelor of Science in Accountancy	A minimum of three (3) years of work experience that is directly relevant to the course being taught and a Bachelor's degree (CMO No.17, s. 2017)	4 hours of relevant training (CSC minimum requirement)	RA 1080 (Certified Public Accountant)	Must meet the NBC 461 points for the position
	(1) Assistant Professor IV (BULSUB-AP4-2-2023)	18-1	* (1) Master in Business Administration with a Bachelor's degree in any business program such as accountancy, business administration, etc.	A minimum of three (3) years' of work experience that is directly relevant to the course being taught and a Bachelor's degree (CMO No.17, s. 2017)	8 hours of relevant training (CSC minimum requirement)	None required / RA 1080 (For courses requiring bar or board eligibility)	

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. Transcript of Records (both bachelor's and master's);
6. Diploma (both bachelor's and master's);
7. Certificate of Eligibility / License / Rating;
8. Certificate/s of Employment signed by the previous employer/s;
9. Published book/s; research published/presented in refereed journals or sites accredited by CHED (if applicable).
10. Seminar / training, conferences attended for the last five (5) years.

NOTE:

The University highly encourages all interested **QUALIFIED** applicants including persons with disability (PWD), members of indigenous peoples group, and those with diverse sexual orientation and gender identity and expression (SOGIE) to apply.

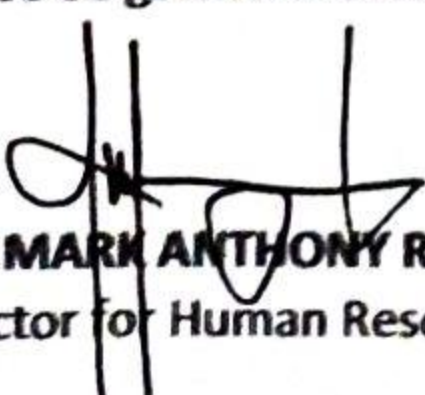
The applicants will not be discriminated against on the account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

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 **March 28, 2024**.

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

Please be guided accordingly.


MR. MARK ANTHONY R. LODRIGITO
Director for Human Resource Management Office