

(As of January 11, 2022)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### Three (3) Engineer 1 (EBJO)

for the **Development and Innovation Office-Cybernetics RDCs** with the following **QUALIFICATIONS**:

- **Education:** Engineering Graduate preferably Electronics and/or Mechatronics
- **Training:** None required
- **Experience:** None required
- **Eligibility:** None required
- **Skills:** knowledgeable in engineering designs and implementation

#### **DUTIES and RESPONSIBILITIES:**

- Attend meetings related to Product Development Initiatives of the Center or if required by the supervisors;
- Engineer 1 generally assists in design, development, implementation, and analysis of technical products and systems;
- Performs engineering design tasks with standard techniques;
- Assist faculty researchers in crafting System Level and Detailed Level Design for ongoing R&D Initiatives of the faculty researchers;
- Assist faculty researchers in the implementation of R&D Initiatives;
- Participates in Ideation Process for Product Development of the Center;
- Create ISO Compliant Standard Operating Procedures for the Center;
- Participates in crafting and updating Center Manual;
- Facilitates 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;
- 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 the Machines;
- Facilitates Technical Training and Workshops of the Center;
- Generates necessary technical reports; and
- Perform task as per 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](http://www.csc.gov.ph) (if contracted by government agency);
4. Performance Rating;
5. Transcript of Record (ToR) and Diploma; and
6. 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 communities 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](mailto:chrmo.recruitment@bulsu.edu.ph).

**Deadline of application is until January 21, 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.

  
**HELEN P. VALENTIN**  
Supervising Administrative Officer