

(As of March 15, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(4) HOUSEKEEPERS (EBJO)

for the **SYSTEM RESOURCE GENERATION OFFICE** with the following **QUALIFICATIONS**:

- **Education:** High School Graduate
- **Experience:** With at least one (1) year experience
- **Training:** None required
- **Eligibility:** TESDA NC II
- **Skills:** Knowledgeable of cleaning appliances and their operations and proper use of cleaning agents.

DUTIES and RESPONSIBILITIES:

- Understand the BulSU Hotel's policy on a work shift, guest possessions, and privacy issues.
- Provide basic housekeeping duties including changing the sheets, changing the sheet, changing and arranging the towels, restocking the supplies, vacuuming, dusting, and rearranging the room after guests check out.
- Report and return any guest properties found in the rooms while rendering service.
- Report cases of property damage in the hostel to the supervisor.
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- Work with a team of housekeepers on each shift.
- Clean, disinfect, and store all equipment at the end of the shift.
- Maintain a positive relationship with employees and guests.
- Monitor and report on the inventory of cleaning supplies.
- Respond to calls for housekeeping problems, such as spills and broken glass.
- Collect and remove trash debris.
- Laundry management, including washing, drying, ironing, and sorting linen.
- Report, turn in, and log all lost and found items.
- Clean upholstered furniture.
- Perform detailed deep cleans when required.

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)
 - Transcript of Records
 - Diploma
 - Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - Seminar / Certificates attended for the last five (5) years
 - Certificate of Board of Ratings / Eligibility (if applicable)
 - 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 March 24, 2023.

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

4 Director, Administrative Management Service and
Assistant Director, CHRMO