

(As of April 04, 2023)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### (1) ENGINEER I (SG 12)

*(Employee by Job Order)*

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

- **Education:** Engineering Graduate (Computer Engineer graduate is an advantage)
- **Experience:** With or without work experience
- **Training:** None required
- **Eligibility:** None required
- **Skills:** With engineering design and implementation skills

#### DUTIES and RESPONSIBILITIES:

- Attend meetings related to Product Development Initiatives of the Center or if required by the supervisors.
- Engineer I generally assists in the 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 and Equipment of 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.
- Perform tasks 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 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](mailto:chrmo.recruitment@bulsu.edu.ph).

**Deadline of application is until April 13, 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.

A handwritten signature in blue ink, appearing to read "IS" with a flourish.

**ISABELITA C. BENEDICTOS**

Director, Administrative Management Service and  
Assistant Director, CHRMO