

(As of April 04, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(1) Graphic Artist (Project Based)

for the **Planning and Development Office** with the following **QUALIFICATIONS**:

- **Education:** College Graduate (Graduate of Bachelor's/College Degree in Art/Design/Creative Multimedia is an advantage)
- **Experience:** With work experience is an advantage
- **Training:** None required
- **Eligibility:** None required
- **Skills:** With skills in graphic design and proficient in MS Office and graphic software programs such as Corel Draw, Adobe Illustrator, Photoshop, InDesign, 3D, and AutoCAD;

DUTIES and RESPONSIBILITIES:

- Spearhead the lay-outing of the Accomplishment Report Magazine for the University Strategic Plan (2016-2025) and the President's Terminal Report (2016-2023);
- Handle revisions for the 2020 Annual Report;
- Provide consultancy to the web developers for the design of the OPCR automation as part of the BulSU PMES project;
- Creation of various presentations of the BulSU proposed projects; and
- Perform all other duties/functions as required and/or instructed by the Deputy Director of the PDO.

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 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.


ISABELITA C. BENEDICTOS

Director, Administrative Management Service and
Assistant Director, CHRMO