

(As of April 25, 2023)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### (1) COMPUTER PROGRAMMER 1

*(Employee by Job Order)*

for the **DEVELOPMENT INNOVATION OFFICE CYBENETICS RDC'S INFORMATION SYSTEM AND PROCESS IMPROVEMENT** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Bachelor of Science in Computer Engineering / Information Technology / Computer Science
- **Experience:** Even without working experience
- **Training:** None required
- **Eligibility:** None required
- **Skills:** IT Systems Development Skills

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

- Code and test programming for software.
- Development and deploy computer applications.
- Execute code builds to test and production environments.
- Fix bugs in existing code.
- Work closely with Engineers and Project Managers on ensuring that the system is functional and working with the client's requisites and interests.
- Collaborate with product, design, and marketing teams (Sparks IECs).
- Provide maintenance and support within the assigned area of responsibility.
- Assist ISPIR Center when coordinating with various agencies/offices for the possibility of improving the process and automating them.
- Join activities and ventures related to benchmarking, seminars, webinars, and other activities related to the Center's functions.
- Maintain documentation per Cybernetics Sparks standards.
- Resolve user-submitted problems and questions related to systems developed by ISPIR Center.
- Attend meetings related to System Development Initiatives of ISPIR Center or if required by the supervisors.
- 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 May 05, 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