Bulacan State University
Central Human Resource Management Office

Invite applicants for:

(2) COMPUTER PROGRAMMER I (Project Based)
(P25, 439.00/Month)

for the **DEVELOPMENT INNOVATION OFFICE CYBENETICS RDC'S RESILIENCY AND CONTINUITY CENTER (Rescue, Reconnaissance and Defense Drone)** with the following **QUALIFICATIONS:**

- **Education:**   Graduate of Bachelors of Science in Information Technology
- **Experience:**   With or without experience
- **Training:**   None required
- **Eligibility:**   None required
- **Skills:**   Engineering Design and Implementation Skills. Communication skills/People Skills

DUTIES and RESPONSIBILITIES:

- Coding, debugging, and designing, and testing computer structures.
- Troubleshooting system errors.
- Writing computer instructions and managing database systems.
- Maintaining operating systems and editing source code.
- Profiling and analyzing algorithms and implementing build systems.
- Providing tech support.
- Assist the center when coordinating with various agencies/offices.
- Join activities and ventures related to benchmarking, seminars, webinars, and other activities related to the Center's functions.
- Resolve user-submitted problems and questions related to systems developed by the center
- Attend meetings related to System Development Initiatives of the center or if required by the supervisors.
- 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 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 (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)
   o Transcript of Records
   o Diploma
   o Certificate of Grades (number of units earned in Graduate Studies (if applicable)
   o Seminar / Certificates attended for the last five (5) years
   o Certificate of Board of Ratings / Eligibility (if applicable)
   o 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 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