



# Bulacan State University

Invites applicants for:

## (1) Non-Regular Faculty Instructor

*Contract of Service on a Full-Time Basis*

**SARMIENTO CAMPUS**

**(San Jose Del Monte, Bulacan)**

**1<sup>st</sup> Semester A.Y. 2023-2024**

### **QUALIFICATIONS:**

- Graduate of **Bachelor of Science in Tourism Management**
- Master's Degree is an advantage
- Social and Communication Skills

### **EXPERIENCE**

- Preferably with one (1) year experience

### **COMPETENCY REQUIRED:**

- Teaching and Learning Facilitation
- Has the ability to multi-task

### **DESCRIPTION OF WORK:**

- Teaching/Handling Classes
- Preparation of Syllabus, Exams, Learning Materials and other classroom exercises.

### **ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS:**

1. Duly signed application letter addressed to the University President **Dr. Cecilia N. Gascon**
2. Comprehensive 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 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
4. Performance rating in the last rating period (if applicable)
5. Transcript of Records
6. Diploma
7. Certificate of Grades (number of units earned in Graduate Studies, if applicable)
8. Seminar/Certificates attended for the last five (5) years
9. Certificate of Board of Ratings/Eligibility (if applicable)
10. Certificate/s of Employment signed by previous employer

**Note:** Everyone is encouraged to apply, regardless of gender, age, disability, civil status, ethnicity, religion, etc. (Pursuant to existing Philippine Laws).

Qualified applicants are advised to send their application with the following documents to [hrmo.external@bulsu.edu.ph](mailto:hrmo.external@bulsu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.**

**Deadline of Submission is until JUNE 12, 2023.**

A handwritten signature in black ink, appearing to read "Carmina A. Dionisio".

**CARMINA A. DIONISIO**

Head, Administrative, and HRMO- External