

(As of June 01, 2023)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### (1) Technical Writer (EBJO)

For the **OFFICE OF THE UNIVERSITY PRESIDENT (Executive Secretary)** with the following **QUALIFICATIONS**:

- **Education:** Graduate of BS in Communications/Journalism, Public Administration or Marketing
- **Training:** None required
- **Experience:** With at least one-year working experience
- **Eligibility:** None required
- **Skills:** Strong interpersonal skills, excellent written and oral communication skills  
Research and analysis skills  
Adept with Office Application and understanding of SEO  
Exceptional skills with nuances of social media writing. e.g. use of hashtags, emojis, and acronyms

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

- Prepare minutes of the meeting;
- Prepare communications required by the office;
- Collect, organize, and analyze data needed for report preparation and publications;
- Prepare Messages/Speeches/Lectures required by the office;
- Create written materials for different types of media including web content, press releases, social media post and others;
- Monitor BulSU's media exposure and prepare written analysis report;
- Coordinate with other offices as deemed necessary or as instructed by the Executive Secretary; and
- Perform other tasks that may be assigned by the Executive Secretary

#### **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 June 10, 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 and Management Services and  
Assistant Director, Central HR-RSA