

(As of June 01, 2023)



Bulacan State University

Central Human Resource Management Office

Invites applicants for:

(1) ADMINISTRATIVE ASSISTANT II-(EBJO)

for the OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE with the following QUALIFICATIONS:

- **Education:** Graduate of any Communication course of Degrees specializing in Communication
- **Training:** None required
- **Experience:** None required
- **Eligibility:** None required
- **Skills:** Fluency in English communication (i.e. written and oral)

DUTIES and RESPONSIBILITIES:

- Prepares office communications and reports;
- Prepares office memoranda for the proper guidance of personnel under the VPAF office as directed;
- Supervises the maintenance and safekeeping of documents, records and properties of the OVPF;
- Perform other related duties that may be assigned from time to time.

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 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.


ISABELITA C. BENEDICTOS

Director, Administrative Management Services and
Assistant Director, CHRMO