



Bulacan State University

Central Human Resource Management Office

Invites applicants for:

(1) ACCOUNTANT II

Plantilla Item No.: **BULSUB-A2-22-2022**
Monthly Salary: **39,672/ SG 16-1**
Place of Assignment: **San Rafael Campus/ External Campus**

with the following Minimum Qualification Standards as per approved Merit Selection Plan (MSP) for Non-Academic Personnel and CSC Qualification Standards Revised 1997;

- **Education:** Bachelor's degree in Commerce/Business Administration major in Accounting
- **Training:** 4 hours of relevant training
- **Experience:** 1 year of relevant experience
- **Eligibility:** RA 1080

DUTIES and RESPONSIBILITIES:

Under general supervision:

- Reviews accounting documents and statements for the signature of the Department Chief of Accountant.
- Analyzes, verifies, and consolidates financial data under the department.
- Assists in the preparation of financial reports of the Department.
- Assist in coordinating the activities of the accounting sections.
- Give instructions and guidance in work methods and procedures of lower level accounting clerk.
- Analyzes and verifies financial statement and other data.
- Does related work.

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.

Thank you.


ISABELITA C. BENEDICTOS

Director, Administrative Management Services and
Assistant Director, CHRMO