

(As of June 06, 2023)



# Bulacan State University

## Central Human Resource Management Office

Invites applicants for:

### (1) SITE ENGINEER (Contract of Service)

for the **PROJECT MANAGEMENT OFFICE** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Bachelor of Science in Civil Engineering
- **Training:** None required
- **Experience:** At least (1) year worked experience
- **Eligibility:** Registered Civil Engineer
- **Skills:** Estimating and supervisory skills

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

- Assist the PMO Head in the development of the project budget included in the annual infrastructure plan of the University;
- Conduct site visit inspection of a proposed project prior to preparation of the estimates;
- Prepare estimates of various works required in the project based on approved construction drawings and technical specifications;
- Ensure completeness of estimated (quantity take-off and cost) prior to approval of PMO head;
- Keep an update on the latest price index of construction materials;
- Assist in Evaluation of change orders and claims of contractor and make necessary recommendation/ endorsement to PMO Head;
- Review periodic actual accomplishment of all project vs. progress billing;
- Prepare periodic reports as required in the department;
- Maintain, monitor and update Cost Data Bank;
- Serve as member of the Technical Working Group on all infrastructure projects of the University;
- Maintain good housekeeping of files and other PMO files.
- Attending Bidding Procedure
- Structural design for various infrastructure.

#### **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 16, 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