

(As of June 08, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(1) CLERK-EBJO

For the **OFFICE OF THE PRESIDENT (EXECUTIVE SECRETARY)** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Bachelor of Science in Information Technology
- **Experience:** With working experience relevant to the job
- **Training:** None required
- **Eligibility:** None required
- **Skills:** With strong interpersonal skills, including excellent written and oral communication skills, with analytical skills. Proficient in Multi-media applications and Web Development. Exceptional skill with the nuances of social media writing including the use of hashtags, emojis, and acronyms. With understanding of SEO, Adept in Database Management Systems

DUTIES and RESPONSIBILITIES:

- Update and monitor all external communications in the office;
- Ensure that all documents and communications are properly received, released and tracked properly and promptly;
- File and sort office records and other documents;
- Prepare communications required by the office;
- Develop automated systems and application for the office;
- Prepare multimedia presentations and reports needed in the office;
- Create written materials for different types of media including web content, press releases, social media post and others;
- Assist in the Monitoring of 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 (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 17, 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