

(as of June 09, 2023)



# Bulacan State University

## Human Resource Management Office – Main Campus

Invite applicants for:

# (1) CLERK

## (EMPLOYEE-BY-JOB-ORDER)

### Research and Innovation Office

#### (Main Campus, Malolos, Bulacan)

#### QUALIFICATIONS:

Education	:	Graduate of Bachelor of Science in Mathematics major in Computer Science / Bachelor of Science in Mathematics major in Applied Statistics / Bachelor of Science in Information Technology
Work Experience	:	With at least one (1) year work experience
Training	:	None required
Skills	:	Knowledgeable in Statistical Software and Infographics
Eligibility	:	None required

#### COMPETENCIES REQUIRED:

- Computer literate
- Has the ability to multi-task

#### DUTIES AND RESPONSIBILITIES:

- Research, study, evaluate and perform data analysis using SPSS, R and Stata.
- Provide ready access to all data for the supervisor.
- Prepare other articles, reports, and presentations.
- Balance and prioritize tasks.
- Assist senior research staff in their tasks.
- Being a point of contact for a range of staff and other officials.
- Writing and issuing emails to college coordinators in main campus.
- Handling office tasks, such as filing, generating reports and presentations, and reordering supplies.
- Using computers to generate reports, create presentations, and conduct research.
- Conduct initial search report of Patent, Utility Model and Industrial Design application from the BulS Main Campus.
- Assist in the creation and updating of the Intellectual Property Database of BulS Main Campus.
- Assist in the monitoring of research publication among colleges in the BulSU Main Campus.
- Help in the facilitating and documentation of trainings and webinars in the area of Intellectual Property awareness and Research Publications.
- Do related work.

#### ALL APPLICANTS MUST CONTAIN THE FOLLOWING DOCUMENTS (SCANNED):

1. Signed application letter addressed to the University President **Dr. Cecilia N. Gascon**;
2. Comprehensive 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 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
4. Performance rating in the last rating period (for private companies/institution) / IPCR for government;
5. Scanned copy of the supporting documents:
  - Transcript of Records
  - Diploma
  - Certificate of Grades (number of units earned in Graduate Studies, if applicable)
  - Seminar/Certificates attended within 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.

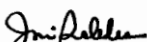
Qualified applicants are advised to send their application with the following documents to [hrmo.main@bulsu.edu.ph](mailto:hrmo.main@bulsu.edu.ph)

**Deadline of application is until June 19, 2023.**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.**

**In line with the IATF guidelines, the HRMO Main Campus is strictly taking precautionary measures and will be doing the hiring process online.**

**Please be guided accordingly.**

  
**MEI CAROLINE M. ROBLES**  
Head for Administration, Main Campus