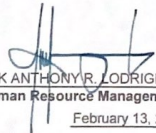


Republic of the Philippines
Bulacan State University
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Bulacan State University in the CSC website:


MARK ANTHONY R. LODRIGITO
Director, Human Resource Management Office

Date: February 13, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Officer IV	BULSUB-ADOF4-1-2023	15-1	36619	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	General Services Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 23, 2024

1. 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;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

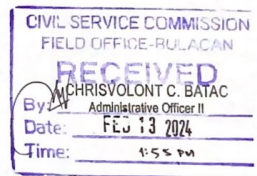
TEODY C. SAN ANDRES, Ph. D.

University President

Guinhawa, City of Malolos Bulacan

chrmo.recruitment@bulsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





(As of February 13, 2024)

Invites applicants for:

(1) ADMINISTRATIVE OFFICER IV

Plantilla Item No.: **BULSUB-ADOF4-1-2023**
Monthly Salary: **36,619/ SG 15-1**
Place of Assignment: **General Services Office**

with the following Minimum Qualification Standards as per approved Merit Selection Plan (MSP) for Non-Academic Personnel and CSC MC No. 10, s. 2005;

- **Education:** Bachelor's Degree relevant to the job
- **Training:** 4 hours of relevant training
- **Experience:** 1 year of relevant experience
- **Eligibility:** Career Service (Professional)/ Second Level Eligibility

DUTIES and RESPONSIBILITIES:

- Assists in the planning and coordinating of all administrative functions in the General Services Office
- Assists in directing and supervision of the general services on administration, property/facility maintenance, and janitorial services
- Assists in the implementation of laws, policies, programs, rules and regulations on general services functions.
- Assists in the supervision of all general services functions.
- Assists in the supervision of the systematic filing and maintenance of records and documents.
- Prepares Project Procurement Management Plan (PPMP) of the office.
- Prepares memorandums, communications, etc., pertaining to policies in the general services.
- Conducts or acts as consultant and/or resource person in in-service trainings, seminars, workshops, etc. on related matters.
- Collates periodic, annual and other required reports.
- Does related work.

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):

1. Application letter addressed to the University President **Dr. Teody C. San Andres**;
2. Comprehensive Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with a recent passport-sized picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph ;
4. IPCR in the last rating period (for BulSU employee); Performance Rating (for non-BulSU employee); Should have obtained at least Very Satisfactory performance rating in the last rating period.
5. Photocopy of the following supporting documents: (Original copies shall be presented for validation)
 - o Transcript of Records
 - o Diploma
 - o Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - o Seminar / Certificates attended for the last five (5) years
 - o Certificate of Board of Ratings / Eligibility (if applicable)
 - o 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, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

Qualified applicants are advised to send their applications to chrmo.recruitment@bulsu.edu.ph.

The deadline for application and submission of the above-mentioned documents is until **February 23, 2024**.

Please be reminded that allocation and assignment of points shall be based on evidences submitted.

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

Please be guided accordingly.

MARK ANTHONY B. LODRIGITO
Director, Human Resource Management Office