



BUKIDNON STATE UNIVERSITY

Malaybalay City, Bukidnon, 8700, Tel (088) 813-5661 to 5663; TeleFax (088) 813-2717
www.buksu.edu.ph – buksuhrduapplication@buksu.edu.ph

Date Posted: July 19, 2022

NOTICE OF HIRING

Bukidnon State University – Main Campus is in need of the following Non-Teaching Personnel:

Requirements for Application:

- ✓ Application Letter indicating the position and the office assignment.
- ✓ Attach the following documents to the application letter and send to the address below not later than **July 28, 2022:**
 - 1.) Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017 with Work attachment sheet, if any) which can be downloaded at www.buksu.edu.ph or www.csc.gov.ph
Links for:
 - Personal Data Sheet (PDS) - <https://drive.google.com/file/d/1VAhqPPBzDJj-UHK1Fb7yxDuRDQtnycdx/view>
 - Work Attachment Sheet - <https://drive.google.com/file/d/1gD6gK9omsOXdhho-GEc5VFkin1Xk9qmS/view>
 - Guide for filling out the PDS - https://drive.google.com/file/d/1_jMDP4kc6QnpZkm4gFXmyVpfJOKYaRo_/view
 - 2.) Photocopy of Certificate of Eligibility/ Rating/ License
 - 3.) Photocopy of Transcript of Records; and other Pertinent Documents
- ✓ Qualified applicants are advised to hand in or send through courier/ email their application to:

OSCAR B. CABAÑELEZ, Ph.D.

University President

Bukidnon State University

Fortich Street, Barangay 3

Malaybalay City, Bukidnon, 8700

Application with incomplete documents shall not be entertained

"All qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation."

Privacy Note: "All the personal information contained in PDS CS Form 212 & other related documents and information shall be used solely for documentation & processing purposes within Bukidnon State University & shall not be shared by Bukidnon State University within a time period in accordance with the National Archives of the Philippines General."



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POSITION	NO. OF VACANCY	SALARY	EMPLOYMENT STATUS	QUALIFICATION REQUIREMENTS					OFFICE ASSIGNMENT
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OTHER EXPECTATIONS	
Technical Writer (Project Based)	5	1,184.18 / day	Contract of Service	Bachelors Degree in relevant technical field	- Has experience in publication or 1 – 2 years' experience as an effective Technical Writer - Previous experience writing documentation and data interpretation - Experience working with Land-Use Planning to easily understand and interpret visuals and diagrams for technical contents	None Required	None Required	- Proven ability to quickly learn and understand complex topics e.g., Land-Use Planning - Competent in written communication skills, with a keen eye for detail	Office of the Director for Satellite Campuses

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