



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: November 29, 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 **December 08, 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:

ATTY. RYAN L. ESTEVEZ

Officer In-Charge, Office of the 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."



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

POSITION	NO. OF VACANCY	SALARY	EMPLOYMENT STATUS	QUALIFICATION REQUIREMENTS					OFFICE ASSIGNMENT
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OTHER EXPECTATIONS	
Environmental Technical Writer (Project Based)	3	1,184.18 / day	Contract of Service	Preferably with a degree in environmental management/science/engineering or related environmental components	Preferably a preparer of Environmental Impact Assessment for Environmental Compliance Certificate in previous agency	None Required	None Required	• Must have an experience in the preparation of the Environmental Impact Assessment and facilitation of application of Environmental Compliance Certificate • Excellent in technical writing, analytical and presentation skills • Knowledgeable and with actual experience on the application of environmental clearance	CAO - ADMIN

Application with incomplete documents shall not be entertained