



# BUKIDNON STATE UNIVERSITY

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

Date Posted: August 10, 2021

## 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 **August 17, 2021**:
  - 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](http://www.buksu.edu.ph) or [www.csc.gov.ph](http://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](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	
Administrative Aide III – Herbarium Worker	1	591.77/day	Contract of Service	Preferably a graduate of any of the following: <ul style="list-style-type: none"> <li>● Bachelor of Science in Biology</li> <li>● Bachelor of Science in Agriculture</li> <li>● Bachelor of Science in Education Major in Biology</li> </ul> Or of any related courses	None required	Training in Plants collection, preservation and mounting or any related activities	None Required	<ul style="list-style-type: none"> <li>● Has a working knowledge in plants, Herbarium, Systematics, and Taxonomy.</li> <li>● Computer literate.</li> <li>● Has well-developed communication skills</li> </ul>	Botanical Gardens and Herbarium
Administrative Aide III	1	591.77/day	Contract of Service	Preferably a graduate of Information Technology or any allied course	None Required	None Required	None required	<ul style="list-style-type: none"> <li>● Has knowledge in library and information science</li> <li>● Proficient in using computer software</li> <li>● Ability to listen and to communicate</li> </ul>	University Library

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								effectively orally and in writing • Good interpersonal Skills	
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