



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: May 16, 2023

NOTICE OF HIRING

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

All applicants **SHOULD** send their application through this link <https://bit.ly/buksuapplication> not later than **May 25, 2023**.

Requirements for Application (in PDF or JPEG format):

- ✓ Application Letter indicating the **position** and the **office assignment**.
- ✓ 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 Experience 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

- ✓ Scanned copy of Performance rating in the present position for one (1) year (if applicable)
- ✓ Scanned copy of Certificate of Eligibility/ Rating/ License
- ✓ Scanned copy of Transcript of Records; and other Pertinent Documents

Interested applicants should address their application to:

JOY M. MIRASOL, Ph.D.

University President

Bukidnon State University

Fortich Street, Barangay 3

Malaybalay City, Bukidnon, 8700

"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."

Application with incomplete documents shall not be entertained



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POSITION	NO. OF VACANCY	SALARY	EMPLOYMENT STATUS	QUALIFICATION REQUIREMENTS					OFFICE ASSIGNMENT
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OTHER EXPECTATIONS	
College Librarian I	2	1, 156.31 / day	Contract of Service	Bachelor's degree in Library and Information Science	With Library related work experience	With relevant trainings	Librarian Licensure Exam	• Cataloging and classification skills; • Abstracting and indexing skills; • Library Marketing skills; • Computer literate; • Strong interpersonal and customer service skills; • Ability to listen and communicate effectively orally and in writing.	University Library

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