

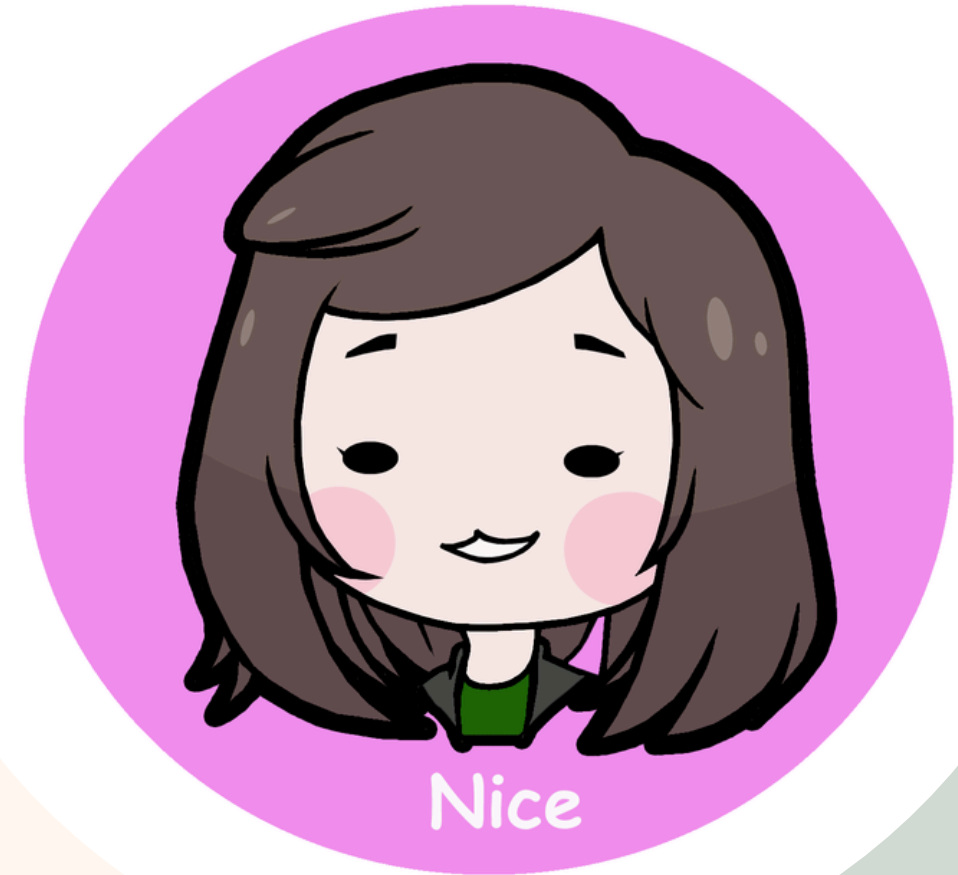


ISO 9001-2015
SOCOTEC SCP000722Q



JOB VACANCY PORTAL

GUIDE



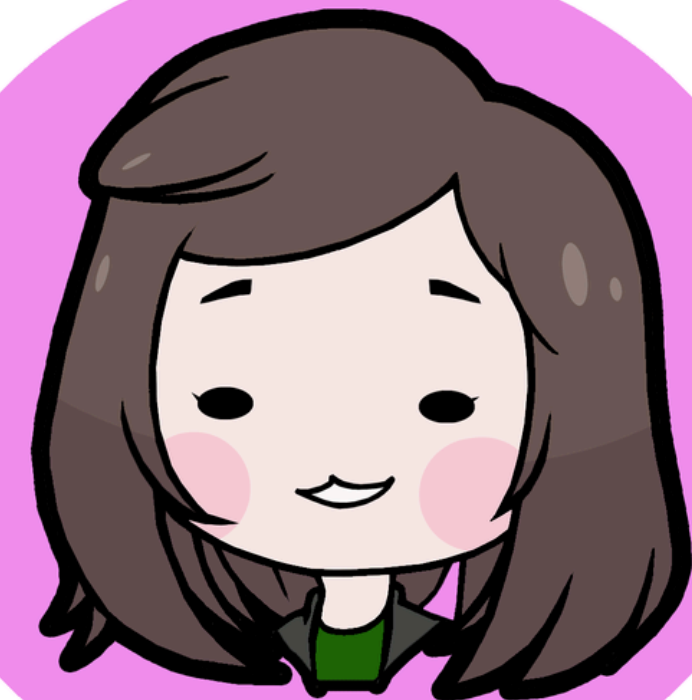
STEP 1:

ACCESS THE QR CODE



Scan the QR Code or Open any web browser on your device and enter the link provided in the browser's address bar and hit Enter.

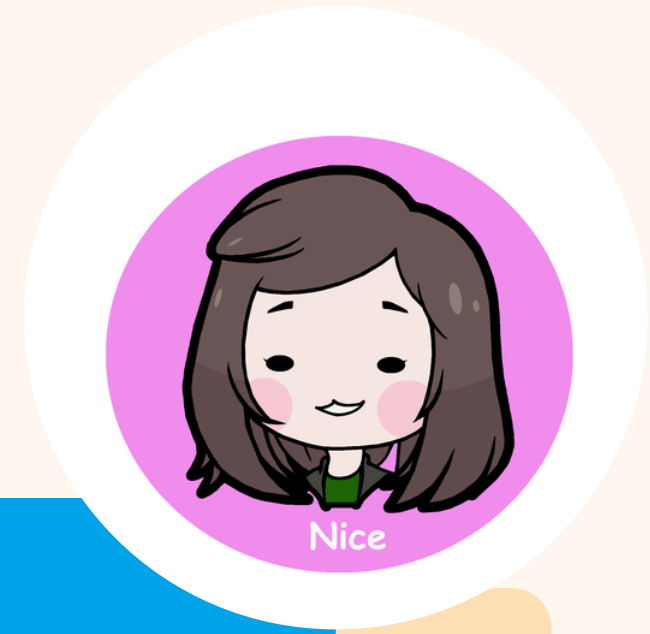
https://hrmis.bicol-u.edu.ph/index_apply.php



Nice

STEP 2:

SIGN UP



Fill out the details and make sure to remember the username and password that you will register.

Job Application Form

SURNAME

FIRST NAME NAME EXT. (Jr.,Sr.)

MIDDLE NAME

GENDER CONTACT NUMBER

EMAIL

ADDRESS

DEGREE

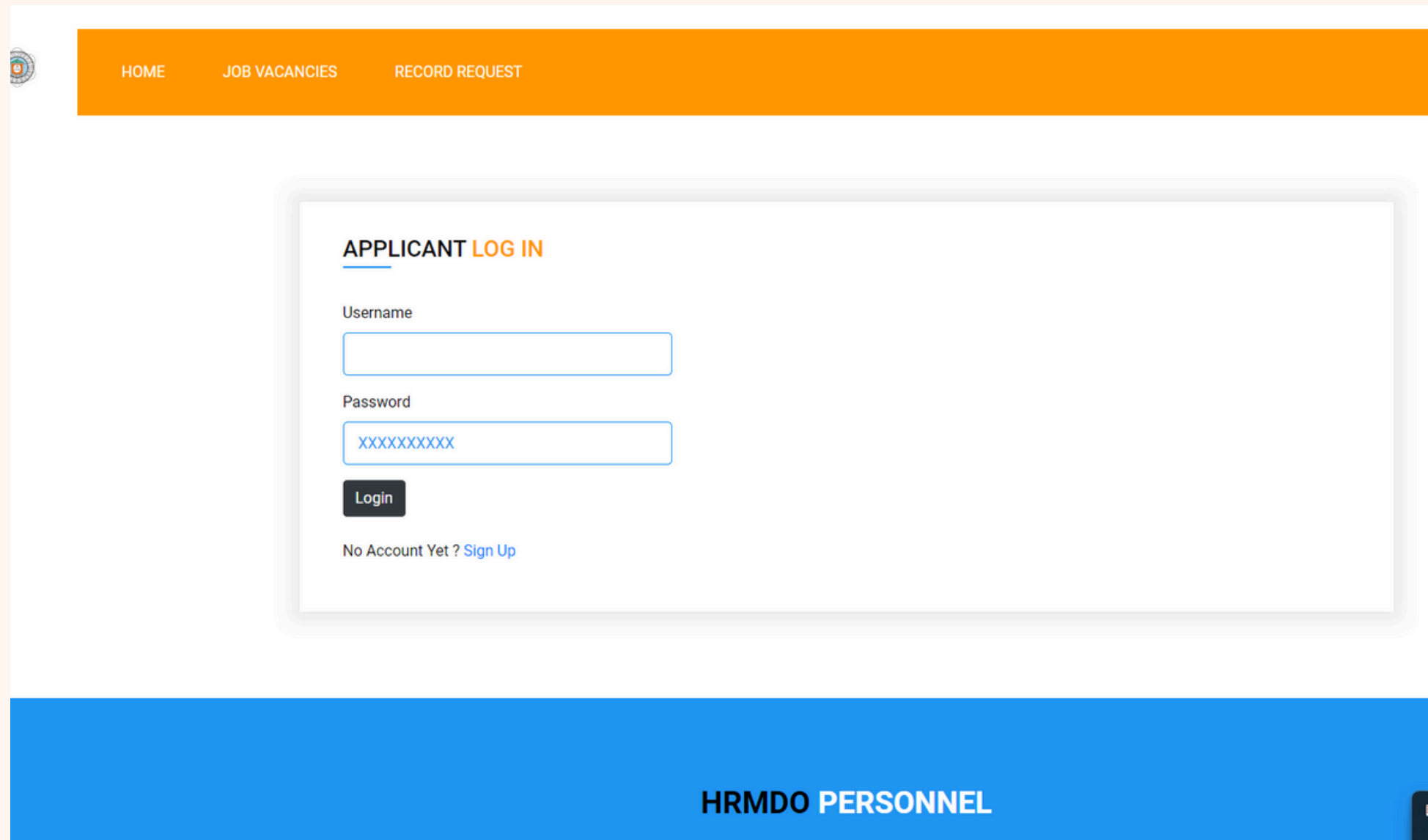
ELIGIBILITY

PRESENT POSITION REMARKS

USERNAME PASSWORD

✓
✓
✓
✓
✓
✓
✓



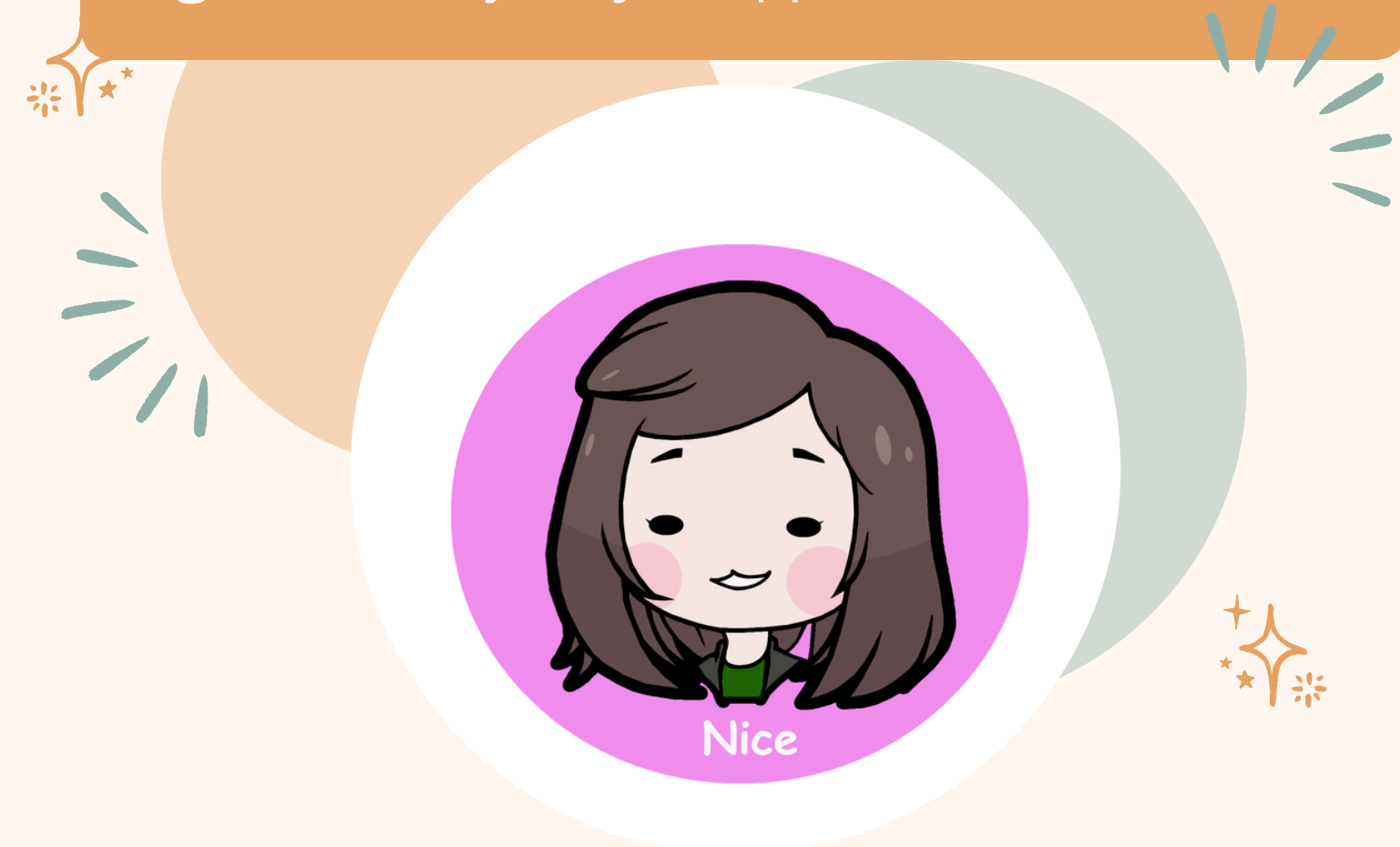


STEP 3:

LOGIN

After submitting, you will be redirected to the login page.

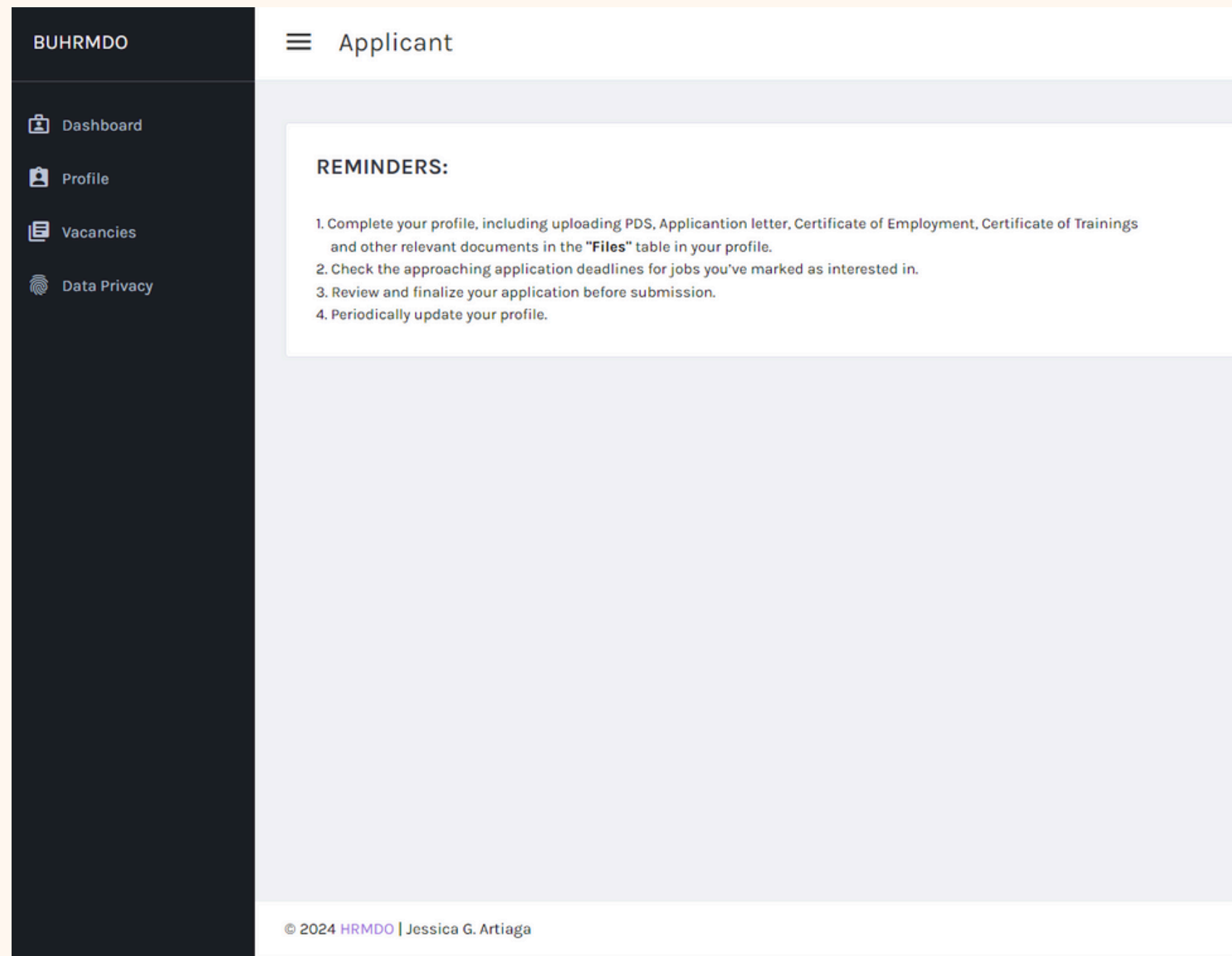
Enter your username and password that was registered in your job application form.



STEP 4:

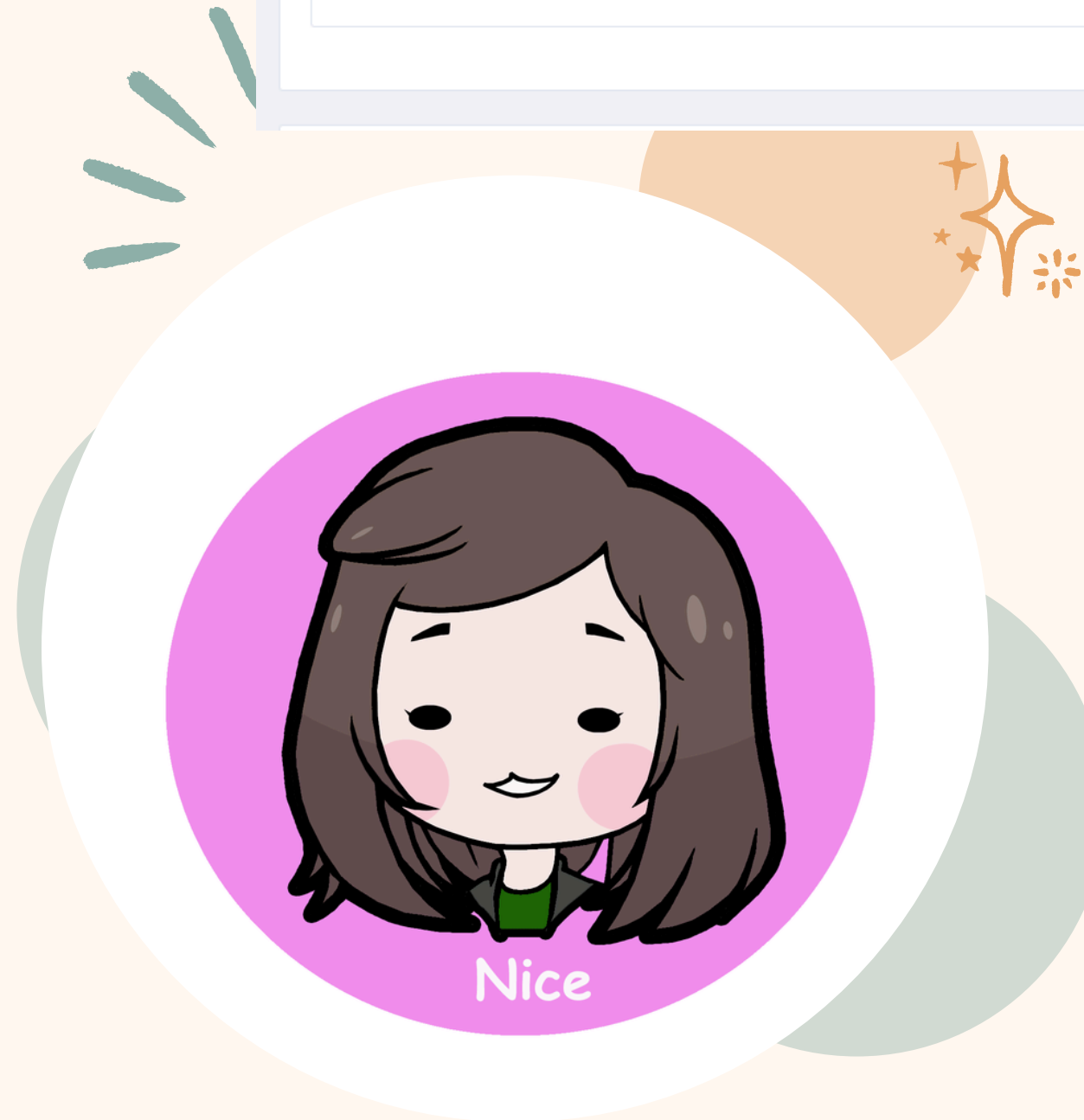
PORTAL

Your Portal consist of your “**Profile**”, where you will update all the necessary documents and information needed for your application, and “**Vacancies**” where the job vacancies for Non-Teaching are posted for you to apply. Also, make sure to read the reminders posted in your portal.



STEP 5: UPDATE

Make sure to update your trainings, experiences and files in your portal before applying for any job vacancies posted. Late file upload will not be considered.



ADD TRAININGS

Artiaga, Jessica Gravito > Trainings

Show 10 entries Search:

TITLE/SEMINAR	VENUE	CONDUCTING AGENCY	ROLE	DATE OF TRAINING	HRS	LEVEL SEMINAR	ACTION
How live like a Kardashians	Los Angeles	Gordon Ramsay	Participant	June 03, 2024 - June 14, 2024	100.00	National/Regional	Edit Delete

Showing 1 to 1 of 1 entries

Previous **1** Next

Add Training

TITLE

VENUE

CONDUCTING AGENCY

ROLE HOURS

FROM TO

LEVEL



STEP 6:

VACANCIES

Under Vacancies tab, you can select the job you want by just clicking the “**Apply**”. Make sure to choose and click carefully for it will not be undone.

Show 10 entries Search:

POSITION/S	JOB DESCRIPTION	BRIEF SUMMARY	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	BASELINE	ACTION
Administrative Officer III BUB-ADOF3-4-2004	Under the General supervision of the Chief Administrative Officer for Administrative Services Division...	-	14	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours f relevant training	Career Service Professional (2nd Level Eligibility)	May 30, 2024	View Apply
Administrative Officer IV BUB-ADOF4-1-2010, BUB-ADOF4-88-2023	Under the General supervision of the Chief Administrative Officer for Administrative Services Division...	-	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours f relevant training	Career Service Professional (2nd Level Eligibility)	May 30, 2024	View Applied
Administrative Officer V BUB-ADOF5-1-2010	Maintain the Registry Allotment and Obligation (RAO) of GASS and other attached units...	Budget Preparation, Allocation and monitoring and supervisory functions	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours f relevant training	Career Service Professional (2nd Level Eligibility)	May 30, 2024	View Apply

Showing 1 to 3 of 3 entries

[Previous](#) **1** [Next](#)



STEP 7:

WAIT FOR FURTHER ANNOUNCEMENT

HRMDO Will update you through the contact number or email that you provided in your portal.

Contact us about recruitment in our email:

bu-recruitment@bicol-u.edu.ph.

