



BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

We Are **HIRING**

INFORMATION OFFICER II

STATUS: PLANTILLA

SG - 15
PHP 38, 413/MONTH

UPAO



Education:
Bachelors
degree



Experience:
1 year of
relevant
experience



Training:
4 hours of
relevant
training



Eligibility: Civil
Service
Eligibility
Professional

DUTIES AND RESPONSIBILITIES

25 % Documents and disseminates activities/events/ as requested by university officials, Writes articles for Shamag, BSU webpage, and social media accounts, Prepares and submits news/ photo releases for dissemination to local print outfits and the BSU website;

20% Packages IEC materials in appropriate form for university activities/ programs;

15% Facilitates and coordinates the accommodation, briefing, orientation, billeting, and campus tours of guests and visitors;

15% Serves as co-social media manager: posts updates, provides feedback to inquiries, Assists in coordinating radio, TV, and print interviews and appearances of university officials:

10% Coordinates the publication of Shamag: 10% Accommodates clients in the office; and

5% Performs other related tasks as may be assigned by the UPAO Director or the University President.

Apply Now!

Application Period:
November 15 to November 26, 2024
Until 5 PM Only!

FOR ONLINE APPLICATION PLEASE SCAN THE QR
CODE OR VISIT THE LINK BELOW FOR FUTURE
JOB OPPORTUNITIES

<http://www.bsu.edu.ph/employmentopportunities>





We Are **HIRING**

ADMINISTRATIVE ASSISTANT II

STATUS: PLANTILLA

SG - 8
PHP 20,534/MONTH

NPRCRTC



Education:
Completion
of 2 years in
College



Experience:
1 year of
relevant
experience



Training:
4 hours of
relevant
training



Eligibility: Civil
Service
Eligibility Sub-
Professional

DUTIES AND RESPONSIBILITIES

40% Prepare drawing/illustration/layout of IEC/AVP materials needed for research and extension activities

20% Assist in the supervision of experimental farms, techno-demo, and outreach experiments and supervise laborers

20% Set-up exhibits, bulletin boards, and other extension materials

10% Assist in the estimation of facility improvements/constructions/repairs

10% Do other related jobs in support of management

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BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are **HIRING**

ADMINISTRATIVE OFFICER I

STATUS: PLANTILLA

SG - 10
PHP 24, 381/MONTH

HRMO



Education:
 Bachelor's degree



Experience:
 None required



Training:
 None required



Eligibility: Civil Service Eligibility Professional

DUTIES AND RESPONSIBILITIES

90%

LEADING PEOPLE

A. GOOD GOVERNANCE

1. Leads the frontline services for the Employee Government Service Record Management process/ Human Resource Information System (HRIS); Prepares service records and related documents as requested;
2. Assists in the supervision of the process;

B. TALENT MANAGEMENT

3. In coordination with the Budget Office, prepares or assists in the preparation of budgetary requirements for personnel services; Prepares reports required for the grant of Performance Based Bonus (PBB);

INSPIRING OTHERS FOR WORK ENGAGEMENT

A. EMPLOYEE GOVERNMENT SERVICE MANAGEMENT

4. In charge of the creation, maintenance, and updating of the individual Service Records including the 201 files of permanent/contractual/casual employees;
5. Determines employees entitled to step increment and prepare corresponding Notice of Step Increment (NOSI), prepares Notice of Salary Adjustment (NOSA), and forward such to the CBOO for adjustment of salaries;
6. Creates, maintains, and updates computer-based databases and prepares corresponding lists/reports such as:
 - 6.1. Plantilla
 - 6.2. Checklist of employees
 - 6.3 Loyalty awards/milestones awards
7. Updates the Personnel Services Itemization and Plantilla of Personnel (PSIPOP) of the University in the Department of Budget and Management (DBM) Government Manpower Integrated System (GMIS) following HR actions/staffing modifications such as the hiring of new employees, promotion, separation from the University, transfers, reclassification, etc.;
8. Practices corporate culture: STEPS - Sharing of knowledge; Technology-use; Evaluation of organizational performance; and Quality Standards;
9. Assists other organizations/institutions/individuals that/who benchmarks on the HRIS; Develop knowledge products relevant to HRIS; Serves as subject matter expert for HR-related learning and development training/seminars;

EMPOWERING WITH INFORMATION

A. Human Resource Information System

10. Provides data analytics on the BSU Workforce (plantilla, casual, and contractual) quarterly or as the need arises;
11. Assists the programmer in the development, maintenance, and updating of the HRIS modules; Applies legal mandates (e.g. Data Privacy Law) in all aspects of the HRIS;
12. Implements the HRIS once operational and serves as the focal person in the implementation thereof;

10%

A. Nurturing Wellbeing/Others

13. Attends activities/trainings and seminars which contribute to the improvement of wellbeing. Attends University activities and programs; Performs other related duties.

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We Are **HIRING**

ADMINISTRATIVE AIDE VI

STATUS: PLANTILLA

SG - 6
PHP 18,255/MONTH

RECORDS OFFICE AND ARCHIVES



Education:
Completion of 2 years in College



Experience:
None required



Training:
None required



Eligibility: Civil Service Eligibility Sub-Professional

DUTIES AND RESPONSIBILITIES

25% Receive, record, and release all official external communications to the Office of the President for appropriate action and ensure that attachments are complete;

25% Receive, record, and release the same communications from the Office of the President and disseminate to concerned University officials, employees, students, and other stakeholders and likewise maintain vital records for office files and reference;

20% In charge of the Mail Management of the Annual Report and "SHAMAG" publication to SUCs and other stakeholders; maintain file copy;

10% Track communications and/or follow-up actions on applications and requests from clients

10% Assist in the photocopying of official documents requested by clients;

5% Prepare monthly reports on communications activities;

5% Perform other related tasks that may be assigned by the immediate supervisor or higher authorities.

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BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are **HIRING**

ADMINISTRATIVE AIDE III

STATUS: PLANTILLA

SG - 3
PHP 15, 265/MONTH

RECORDS OFFICE AND ARCHIVES



Education:
Must be able to read and write



Experience:
None required



Training:
None required



Eligibility:
None required/
Relevant MC 11 s. 1996

DUTIES AND RESPONSIBILITIES

30% Prepare the laboratory/ greenhouse for the conduct of research

30% Maintain experimental plants in the greenhouse/laboratory, record research data/activities

30% Assist in training and extension activities

10% Do other related jobs as requested/needed

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