



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**ADMINISTRATIVE ASSISTANT II
(ASSISTANT INFORMATION OFFICER)**

**RESEARCH AND EXTENSION
PUBLICATION OFFICE (REPO)**

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

<https://bsu.edu.ph/job-opportunities/>

Application Period:

Apply Now!

Until March 9, 2026

Until 5 PM Only!





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ADMINISTRATIVE ASSISTANT II

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 22,423/MONTH**

PLANTILLA ITEM NO.: BSUB-ADAS2-17-2025

Minimum Qualification Standards:



EDUCATION (Graduate of:)

Completion of two years in college (prior to 2018), or Completion of grade 12 / Senior High School (Starting 2016)



TRAINING:

4 hours of relevant training



EXPERIENCE:

1 year of relevant training



ELIGIBILITY:

Career Service
Subprofessional / First
Level Eligibility



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DUTIES AND RESPONSIBILITIES

- 90%**
- Facilitate communications with the authors, reviewers, and editors in the peer review and final publication stages.
 - Assist the editors in the pre-screening and facilitation of the peer review process of the university journals and other R&E publications.
 - Summarize evaluation results from the journal reviewers and liaise with the authors, reviewers, and editors.
 - Assist in ensuring that all submitted manuscripts are acknowledged, processed, assigned to editors, and monitored through the manuscript submission monitoring sheets.
 - Assist in the copyediting, proofreading, and layout of accepted articles.
 - Assist in the preparation of articles for uploading to the Open Journal Systems.



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DUTIES AND RESPONSIBILITIES

- Assist in monitoring the circulation of R&E publications and citations of published articles in BSU research journals, BSU-authored journal publications, and other R&E publications.
- Assist in preparing and processing activity designs, documenting and writing accomplishment reports, and other necessary documents during R&E publications office capacity development activities.
- Write promotion materials for R&E scientific publications, including but not limited to news articles, publication alerts, teasers, and summary of published articles for multimedia and social media dissemination.



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DUTIES AND RESPONSIBILITIES

- 10%**
- Perform other related duties as assigned to support research and extension activities and other committees.
 - Attend relevant trainings and seminars to enhance skills and competencies.
 - Participate in university programs, activities, and other physical, mental, and spiritual wellness activities.



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EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE

- **ALL QUALIFIED APPLICANTS WILL RECEIVE EQUAL CONSIDERATION FOR EMPLOYMENT AND ADMISSIONS WITHOUT REGARD TO COLOR, RELIGION, SEX, GENDER IDENTITY OR EXPRESSIONS, ETHNICITY, AGE, PHYSICAL CONDITIONS, AND ANY OTHER CHARACTERISTICS PROTECTED BY THE LAW**

DATA PRIVACY NOTICE

- **YOUR PERSONAL DATA SHALL BE PROCESSED IN ORDER TO INITIATE THE APPLICATION PROCESS. WHEN YOU ARE NOT HIRED, YOUR PERSONAL DATA SHALL BE REMOVED FROM THE RECORDS OF THE UNIVERSITY AND ALL DOCUMENTS RETURNED TO YOU AS PROVIDED FOR BY THE UNIVERSITY'S MERIT SELECTION PLAN. THESE MAY BE RETAINED FOR FUTURE SELECTION PROCESSES ONLY UPON YOUR WRITTEN CONSENT**



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CHECKLIST OF APPLICATION REQUIREMENTS

1. APPLICATION LETTER ADDRESSED TO THE UNIVERSITY PRESIDENT, KENNETH ALIP LARUAN(SPECIFYING THE POSITION APPLIED FOR AND ITS ITEM NUMBER IF APPLICABLE, AND DATE OF PUBLICATION)
2. FULLY ACCOMPLISHED PERSONAL DATA SHEET (PDS), INCLUDING THE WORK EXPERIENCE SHEET (CS FORM NO. 212 ATTACHMENT FORM) WITH RECENT PASSPORT-SIZED PICTURE WITH NAME AND SIGNATURE (CS FORM NO. 212, SERIES OF 2017) WHICH CAN BE DOWNLOADED AT WWW.CSC.GOV.PH
3. PHOTOCOPY OF OTR OR CERTIFICATION OF GRADES WITH THE TOTAL UNITS REQUIRED FOR THE DEGREE (BASIS IN THE DETERMINATION OF UNITS EARNED)
4. PHOTOCOPY OF EMPLOYMENT CERTIFICATE /SERVICE RECORD
5. PHOTOCOPY OF REQUIRED ELIGIBILITY OR PROFESSIONAL LICENSE
6. PHOTOCOPY OF TRAINING CERTIFICATES AFTER GRADUATION, WITHIN THE LAST FIVE (5) YEARS
7. CERTIFIED PHOTOCOPY OF PERFORMANCE EVALUATION RATING IN THE LAST RATING PERIOD (IF APPLICABLE)
8. PHOTOCOPY OF COMMENDATION OR AWARD CERTIFICATES

ADVISORY TO ALL APPLICANTS

KINDLY ARRANGE YOUR APPLICATION DOCUMENTS AS TO THE CHECKLIST LISTED

PLEASE PREPARE 1 SET OF PHOTOCOPIED APPLICATION DOCUMENTS

Please be advised that submitted/accepted documents with no/incomplete attachments of the required documents will not be considered for assessment. Only qualified applicants will be notified for interview.

The implementation of "NO DOCUMENTS, NO POINTS" policy is applied.

For information of all concerned.