



**BENGUET STATE UNIVERSITY**  
HUMAN RESOURCE MANAGEMENT OFFICE

**We Are HIRING!**

**ADMINISTRATIVE ASSISTANT III  
(SECRETARY II)**

**OFFICE OF EXTENSION SERVICES  
(OES)**

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!





# BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

## ADMINISTRATIVE ASSISTANT III

**STATUS: PLANTILLA**

**MONTHLY RATE:  
PHP 24,329/MONTH**

**PLANTILLA ITEM NO.: BSUB-ADAS3-21-2025**

## 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



# BENGUET STATE UNIVERSITY

## HUMAN RESOURCE MANAGEMENT OFFICE

### DUTIES AND RESPONSIBILITIES

- 90%**
- Perform clerical and administrative tasks to ensure the smooth and timely operations of the office.
  - Manage and facilitate communication of all advisories, guidelines, and schedules with the director, division heads, staff, or extension coordinators.
  - Prepares and edits simple correspondence, communications, presentations, and other documents as directed.
  - Maintains administrative/ financial records and files by sorting, indexing, and safeguarding official documents and records for all operations of the office.
  - Facilitate financial transactions for procurement and logistical arrangements for meetings, capacity development, and other activities of the office.
  - Take minutes of meetings, assist in recording/ packaging of proceedings, and serve as a committee member as directed.



# BENGUET STATE UNIVERSITY

## HUMAN RESOURCE MANAGEMENT OFFICE

### DUTIES AND RESPONSIBILITIES

- Maintain office equipment and supplies, and ensure their availability for the operations of the office.
- Assist in the preparation and submission of regular monthly reports, DPCRs, and other reports.
- Actively participate in the facilitation of extension programs, projects, and activities.

- 10%**
- Perform other related tasks that may be assigned by the Director.
  - Participate in relevant trainings and seminars to enhance skills and competencies.
  - Participate in university activities and other activities on wellness and mental/ emotional/ spiritual renewal.



# **BENGUET STATE UNIVERSITY**

**HUMAN RESOURCE MANAGEMENT OFFICE**

## **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**



# BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

## 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](http://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.**