



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**ADMINISTRATIVE ASSISTANT III
(COMPUTER OPERATOR II)**

**PUBLICATION AND PRINTING UNIT -
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 III

STATUS: PLANTILLA

MONTHLY RATE:
PHP 24,329/MONTH

PLANTILLA ITEM NO.: BSUB-ADAS3-19-2025

Minimum Qualification Standards:



EDUCATION (Graduate of:)

Completion of 2 years of studies in college (prior to 2018), **OR** High school graduate with relevant vocational/ trade course (prior to 2018), **OR** Completion of Grade 12/ Senior High School under Technical-Vocational-Livelihood Track, **OR** Completion of Grade 10/ Junior High School with relevant vocational/ trade course (TESDA NC II) (starting 2018)



EXPERIENCE:

1 year of relevant training



TRAINING:

4 hours of relevant training



ELIGIBILITY:

Career Service
Subprofessional / First
Level Eligibility



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DUTIES AND RESPONSIBILITIES

- 90%**
- Assist in the receiving and proper recording of manuscript submissions in the Open Journal Systems (OJS), monitoring database, and completion of the needed forms.
 - Facilitate timely communications with the author, editor, and reviewers in the research journal publication process (via OJS) and regularly update the monitoring database for the status of articles.
 - Regularly check and update the entries in the open journal systems and manuscript submission monitoring systems, and liaise with the editor-in-chief, associate editors, and editorial board.
 - Ensure that all submitted articles meet the research journal's style and format, check for similarity & AI-generated, and revisions and resubmissions are properly tracked.
 - Assist in the copyediting and proofreading, layout, and printing of accepted manuscripts for the BSU research journals and other R&E publications.



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DUTIES AND RESPONSIBILITIES

- Assist the journal editor-in-chief, associate editors, or editorial boards in searching and evaluating potential peer reviewers for submitted articles, books, monographs, and other R&E publication platforms.
- Assist in the uploading of R&E publications in the BSU R&E Publications Repository, BSU website, and other online information dissemination platforms, including promotion in social media.
- Assist in operating the BSU open journal systems (OJS), and in monitoring downloads and publication circulation for annual reports, and reporting to regulatory bodies.
- Assist in the operation of audio-visual equipment during onsite and online trainings, workshops, and other capacity development activities, and production of AVPs/ social media reels/ stories for the R&E publication office.



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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.