



APPLICATION REQUIREMENTS:

- Fully accomplished Personal Data Sheet (CS Form No. 212, s. 2025) with Work Experience Sheet and recent passport-sized photo (with name and signature)
- Transcript of Records (OTR) or Certification of Grades (with total units required)
- Certificate of Employment/ Service Record
- PRC License with Board Rating or CSC Eligibility
- Training certificates (post-graduation, within the last 5 years)
- Latest IPCR or performance evaluation
- Certificates of commendation or awards
- Application letter addressed to:

KENNETH A. LARUAN
 University President
 Benguet State University
 La Trinidad, Benguet

REMINDER

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.

SCAN TO APPLY



BENGUET STATE UNIVERSITY

We Are **HIRING!**

ADMINISTRATIVE AIDE IV (CLERK II)

OFFICE OF RESEARCH SERVICES
PLANTILLA | SG 4 | PHP 17,506 MONTHLY
BSUB-ADA4-70-2004

MINIMUM QUALIFICATION STANDARD

- EDUCATION:** Completion of two years of studies in college (prior to 2018), OR Completion of Grade 12/ Senior High School (starting 2016)
- EXPERIENCE:** None required
- TRAINING:** None required
- ELIGIBILITY:** Career Service Subprofessional / 1st Level Eligibility

APPLICATION DEADLINE:
UNTIL MAY 18, 2026

Note: If applying for a plantilla position, please indicate the item number, position title, and office in the application letter.

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.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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.



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 Bsu Hrmo Main



Management System
 ISO 50001:2011
 www.bsuc.com
 ID: 9199045498



Times Higher Education
 Impact Rankings





BENGUET STATE UNIVERSITY

ADMINISTRATIVE AIDE IV (CLERK II)

DUTIES AND RESPONSIBILITIES

90%

- Document management custodian;
- Filing and retrieval of documents;
- Receive, record, and release documents;
- Prepare procurement documents (PPMP, SPPMP, Line-Item Budget, IOB, etc.);
- Prepare financial documents (DV, BUR/ORS, etc.);
- Checking of supporting documents of disbursement vouchers;
- Maintain a ledger for BSU-funded and externally -funded projects for monitoring purposes;
- Prepare needed ISO, ARTA, and NAP documents;
- Prepare monthly accomplishment report of the office;
- Prepare and package office's accomplishments reports and DPCR;
- Coordinate / assist in the implementation of research related activities to the R & E;
- Assist in preparing reports for Strategic Performance Management System (SPMS) and SUC Levelling including supporting documents;
- Prepare travel documents (Travel order, Trip ticket, gas slip).

10%

- Perform other related duties assigned to support research and extension programs and other operations of the Center.
- Attend University programs, trainings, and other activities as necessary.



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Impact Rankings



The WORLD
UNIVERSITY
RANKINGS
for INNOVATION