



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**ADMINISTRATIVE ASSISTANT V
(DATA CONTROLLER III)**

**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 V

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 31,705/MONTH**

PLANTILLA ITEM NO.: BSUB-ADAS5-59-2025

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:

2 years of relevant training



TRAINING:

8 hours of relevant training



ELIGIBILITY:

Career Service
Subprofessional / First Level
Eligibility



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DUTIES AND RESPONSIBILITIES

- 90%**
- Assist the journal editors in managing the open journal system (OJS) for the university's research journals and ensure the timely and orderly processing of article submissions, peer review, layout, uploading, and posting of articles.
 - Monitor the BSU publications' metrics and citation data of faculty/researchers through Scopus, Google Scholar, ORCID, ResearchGate, and other platforms and repositories, and assist in developing monitoring and reporting systems of R&E publication outputs.
 - Assist in ensuring that all accepted journal articles are copyedited, properly laid out, and proofread for final publication before final uploading.
 - Upload accepted and laid out articles in the BSU's open journal systems (OJS) and develop multimedia promotional materials for published articles.



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DUTIES AND RESPONSIBILITIES

- Coordinate with the R&D centers and colleges to ensure the printing or uploading and widest circulation of other R&E publications, such as books, monographs, and policy briefs.
- Manage the publications monitoring data, including the provision of data for quality assurance, updating of the citation database of BSU R&E publications, and populating the REMIS.
- Assist in facilitating linkages with other local and international universities for the promotion of the BSU research journals to local and international authors.
- Assist in preparing activity designs, plans, accomplishment reports, and other required documents or reports, and presentations related to BSU R&E publications
- Assist the director in managing the publications database for planning, quality management, annual reports, and other reports required by regulatory agencies.



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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.