



BENGUET STATE UNIVERSITY

We Are **HIRING!**

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!



ADMINISTRATIVE AIDE VI (CLERK III) OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

PLANTILLA | SG 6 | PHP 19,716 MONTHLY
BSUB-ADA6-37-2025

MINIMUM QUALIFICATION STANDARD

- EDUCATION:** Completion of 2 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 JUNE 15, 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



Times Higher Education
Impact Rankings





BENGUET STATE UNIVERSITY

ADMINISTRATIVE AIDE VI

DUTIES AND RESPONSIBILITIES

60%

- Initiate the revision of the Citizens' Charter of the office
- Coordinate with the OQAA and colleges for the updates, information, and activities related to the quality assurance of degree programs (COPC, AACUP).
- Assist in the preparation of comprehensive reports required/ requested from OVPAA.
- Assist in the processing of financial and procurement at OVPAA.
- Assist in the preparation and submission of reports to regulatory agencies (CHED, CARSUCs, other oversight bodies) and university offices.

30%

- Serve as secretariat to all assigned academic committees.
- Assist in counterchecking of the assigned individual and the summary workload.
- Assist in the consolidation of PCRs and plans.

10%

- Does other related functions.



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