BENGUET STATE UNIVERSITY

We Are HIRING!

ADMINISTRATIVE AIDE III (LABORER II)

NORTHERN PHILIPPINES ROOT CROPS RESEARCH AND TRAINING CENTER

PLANTILLA | SG 3 | PHP 16,486 MONTHLY

BSUB-ADA3-38-2004

MINIMUM QUALIFICATION STANDARD

EDUCATION:	Must be able to read and write
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	None required

APPLICATION REQUIREMENTS:

- *Fully accomplished Personal Data Sheet (CS Form No. 212, s. 2026) 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

APPLICATION DEADLINE:
UNTIL OCTOBER 23, 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.

BENGUET STATE UNIVERSITY HRMO HUMAN RESOURCE MANAGEMENT OFFFICE
hrmo@bsu.edu.ph
09683810925
Bsu Hrmo Main

PRIME HRM
RCS 2.0 CITIZEN'S CHARTER SURVEY 2.0 ARTA RCS 2.0 GOLD AWARD
TÜVRheinland ZERTIFIZIERT Management System ISO 50001:2011 www.tuv.com ID 9105045496
AACCUP 1987
Times Higher Education Impact Rankings
WURI The WORLD UNIVERSITY RANKINGS for INNOVATION

BENGUET STATE UNIVERSITY

ADMINISTRATIVE AIDE III

DUTIES AND RESPONSIBILITIES

90%

- Assist in the preparation of laboratory/ greenhouse/ field for the conduct of research and extension activities.
- Maintain experimental plants in the greenhouse/ laboratory/ field and record research data/ activities.
- Assist in the conduct of training and extension activities.

10%

- Perform other tasks assigned by the Director.