BENGUET STATE UNIVERSITY

We Are HIRING!

ADMINISTRATIVE AIDE VI (CLERK III)

OFFICE OF THE UNIVERSITY REGISTRAR - BUGUIAS CAMPUS

PLANTILLA | SG 6 | PHP 19,716 MONTHLY

BSUB-ADA6-55-2004

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)/First Level Eligibility

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 OFFICE
hrmo@bsu.edu.ph
09683810925
Bsu Hrmo Main

PRIME HRM
RCS 2.0 ARTA RCS 2.0 GOLD AWARD
TÜVRheinland ZERTIFIZIERT Management System ISO 50001:2011
Times Higher Education Impact Rankings
WURI The WORLD UNIVERSITY RANKINGS for INNOVATION

BENGUET STATE UNIVERSITY

ADMINISTRATIVE AIDE VI

DUTIES AND RESPONSIBILITIES

90%

1. Perform routine clerical and administrative support tasks to assist the smooth operation of the Center;
2. Manage communications by receiving, routing, and recording incoming and outgoing correspondence;
3. Attend to client queries via email, text, chat, or walk-in, and refer to appropriate personnel when necessary;
4. Support logistical arrangements for meetings, training, and extension activities;
5. Prepare PPMP, documents related to procurement, disbursement vouchers, obligation requests, status, travel orders, liquidation reports, and other documents needed for the Center
6. Prepare needed ISO, ARTA, and NAP documents
7. Maintain files, databases, and archives of relevant records
8. Assist in the preparation, packaging, and submission of the Center's accomplishment reports
9. Serve as a member of working committees as needed
10. Attend to University/Sectoral/Center programs/trainings and other activities as necessary

10%

11. Do other related jobs in support to management.