



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**ADMINISTRATIVE AIDE VI
(CLERK III)**

**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!

**October 27, 2025 – November 7, 2025
Until 5 PM Only!**





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ADMINISTRATIVE AIDE VI
PLANTILLA ITEM NO.: BSUB-ADA6-45-2004

STATUS: PERMANENT

MONTHLY RATE:
PHP 18,957/ MONTH

HUMAN RESOURCE MANAGEMENT OFFICE

Minimum Qualification Standards:



Education: Completion of two
years in college



Experience: None required



Training: None required



Eligibility: Career Service
(Subprofessional) First Level
Eligibility

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DUTIES AND RESPONSIBILITIES

- 90%**
- **Acts as the overall in charge of the attendance monitoring of Plantilla/ Casual Personnel; Checks DTR entries and documentary attachments,**
 - **Prints/ releases the monthly DTRs of personnel and other requests made to the Office**
 - **Generates report on tardiness and undertime, and submit report to the concerned offices**
 - **Prepares letter of reprimand, warning, and other advisories to concerned employees who violate government working hours (e.g.,. ---late and non-submission of DTR's, no Travel Orders, Medical Certificates, etc.**
 - **Coordinates with the ICT as to the worthiness and security of the Biometric units of the University,**
 - **Acts as PMT Secretariat**



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DUTIES AND RESPONSIBILITIES

- **Assists in the implementation of interventions that strengthen positive discipline among employees**
- **Serves as subject matter expert for HR-related learning and development trainings/seminars**
- **Actively engage in professional development activities**
- **Provides coaching/mentoring of staff and employees on employee attendance**
- **Assists other organizations/institutions/individuals that/who benchmark on AWE activities**
- **Develops knowledge products relevant to employee attendance**
- **Checks the computation of the system on undertimes and tardiness Monitor the employees' using the system;**
- **Assists in the implementation of the system.**



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DUTIES AND RESPONSIBILITIES

- 10%**
- **Attends health-related or wellness activities/ drug testing/ training**
 - **Attends University activities and programs**
 - **Perform other related tasks that may be assigned by the immediate supervisor.**



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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 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.