



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**ADMINISTRATIVE AIDE VI
(ANIMAL KEEPER II)**

BUGUIAS CAMPUS

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 AIDE VI

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 19,716/MONTH**

PLANTILLA ITEM NO.: BSUB-ADA6-28-2025

Minimum Qualification Standards:



EDUCATION (Graduate of:)

Must be able to read and write



EXPERIENCE:

None required



TRAINING:

None required



ELIGIBILITY:

None required



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DUTIES AND RESPONSIBILITIES

- 90%**
- Responsible for the proper care, feeding, cleaning, and maintenance of animals.
 - Feed animals according to prescribed schedules and dietary requirements.
 - Maintain accurate feeding and health records.
 - Weigh the egg and deliver to the customer.
 - Clean and disinfect animal enclosures, sleeping areas, and service areas.
 - Sterilize feeding utensils, tools, and containers.
 - Ensure compliance with biosafety and animal welfare protocols (per RA 8485 as amended by RA 10631).
 - Maintain updated records on feeding, health, and behavior of animals.
 - Perform minor repairs and report the need for major maintenance.
 - Maintain water supply at the poultry and pomology section.
 - Water and weed the lemon plantation.



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DUTIES AND RESPONSIBILITIES

- Participate in relevant trainings and workshops to stay updated on policies and guidelines in animal keeping and business sector.
- Ensure timely and accurate submission of routine administrative and reportorial requirements, including but not limited to Daily Time Records (DTRS), accomplishment reports, PPMP.

- 10%**
- Perform other related duties as assigned to support the Income Generating Project of the campus.
 - Attend university programs and other activities as necessary.



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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.