



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**ADMINISTRATIVE AIDE VI
(AUDIO-VISUAL AIDS TECHNICIAN I)**
**OFFICE OF EXTENSION SERVICES
(OES)**

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-ADA6-47-2025

Minimum Qualification Standards:



EDUCATION (Graduate of:)

High School Graduate (prior to 2016), or Completion of Grade 10/ Junior High School (starting 2016)



EXPERIENCE:

None required



TRAINING:

None required



ELIGIBILITY:

None required



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DUTIES AND RESPONSIBILITIES

- 90%**
- Perform administrative tasks to ensure the smooth and timely implementation of information dissemination and knowledge management activities in the office.
 - Assist the division head in planning, recordkeeping, developing, and monitoring knowledge product development, promotion, and dissemination activities.
 - Facilitates review of extension activity designs and submission of accomplishment reports of R&D center/ colleges related to knowledge product development and information dissemination activities.
 - Assist in the coordination, financial, and procurement arrangements for knowledge product development and information dissemination activities.



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DUTIES AND RESPONSIBILITIES

- Maintain and manage the database, records, and files of all knowledge product development and information dissemination, and broadcast activities of the university by sorting, indexing, and safeguarding official documents and records of the unit/ division.
- Establish and maintain a database/ repository, update, and disseminate the university's knowledge product development and dissemination activities, and liaise with the R&D centers/ college extension coordinators.
- Assist in the development, promotion, and monitoring of the circulation and utilization of the knowledge products developed by R&D centers and colleges.
- Record and edit the daily radio broadcast materials for the BSU-on-air.
- Assist in creating AVPs as an information dissemination platform.



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DUTIES AND RESPONSIBILITIES

- 10%**
- Perform other related duties as assigned to support research and extension activities, and other committees.
 - Attend relevant trainings and seminars to enhance skills and competencies.
 - Participate in university programs, activities, and other physical, mental, and spiritual wellness activities.



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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.