



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**ADMINISTRATIVE AIDE VI
(LABOR FOREMAN)**

**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-ADA6-46-2025

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%**
- Manage the technology demonstration areas and learning sites to ensure the smooth and timely implementation of technology demonstration and piloting activities in the OES and other onsite demonstration farms.
 - Assist the division head and director in planning, recordkeeping, and monitoring of on-station and onsite technology demonstration projects.
 - Monitor technology demonstration areas of R&D center/ colleges used or related to extension technology demonstration and diffusion.
 - Assist in the coordination, financial, and logistical arrangements for technology demonstration, piloting, and diffusion activities of the unit/division.
 - Maintain and manage the database, records, and files of all technology demonstrations and diffusion extension activities of the university by sorting, indexing, and safeguarding official and records of the unit/ division.



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DUTIES AND RESPONSIBILITIES

- Liaise with the R&D centers/ college research and extension coordinators for potential technologies for promotion via extension or deployment.
- Assist in the preparation of activity designs and farm plan, implementation, review, and monitoring of extension activities under the technology demonstration and diffusion unit.
- Assist in the technology verification and valuation of technologies in preparation for demonstration, deployment, and other diffusion activities.

- 10%**
- Perform other tasks that the Director may assign.
 - Attend relevant trainings and seminars to enhance skills and competencies.
 - Participate in university activities and other activities on wellness and mental/ emotional/ spiritual renewal.



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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.