BENGUET STATE UNIVERSITY

We Are HIRING!

ADMINISTRATIVE AIDE IV
(CLERK II)
OFFICE OF EXTESION SERVICES

PLANTILLA | SG 4 | PHP 17,506 MONTHLY

BSUB-ADA4-58-2004

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 NOVEMBER 12, 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 REPORT CARD SURVEY 2.0 ARTA RCS 2.0 GOLD AWARD
TÜVRheinland ZERTIFIZIERT Management System ISO 50001:2011 www.tuv.com ID 9105045496
AACCUP 1983
Times Higher Education Impact Rankings
WURI The WORLD UNIVERSITY RANKINGS for INNOVATION

BENGUET STATE UNIVERSITY

ADMINISTRATIVE AIDE IV

DUTIES AND RESPONSIBILITIES

90%

- Perform routine clerical and administrative support tasks to ensure the smooth and timely operation of the office.
- Facilitate communication of all advisories, guidelines, and schedules with extension coordinators and other incoming/ outgoing documents.
- Assist in the preparation and submission of regular monthly reports, DPCRs, and other reports.
- Manage administrative/ financial records and files by sorting, indexing, and safeguarding official documents and records for all operations of the office.
- Receive and assist clients (authors, researchers, faculty) and guests/ visitors of the office.
- Facilitate financial transactions for procurement and logistical arrangements for meetings, capacity development, and other activities of the office.
- Maintain office equipment and supplies, and ensure their availability for the operations of the office.
- Assist in the printing and circulation of R&E publications such as IECs, policy briefs, etc.
- Coordinate with the administrative aides of the divisions/ units or colleges/ R&D centers for smooth and timely operations of the office.
- Assist in the preparation and processing of capability-building activities for extension workers in the university.

10%

- Perform other tasks that may be assigned by the Director.
- Attend relevant training and seminars to enhance skills and competencies.
- Participate in university activities and other activities on wellness and mentla/ emotional/ spiritual renewal.