BENGUET STATE UNIVERSITY

We Are HIRING!

ADMINISTRATIVE AIDE VI (CLERK III)

INTELLECTUAL PROPERTY MANAGEMENT OFFICE

PLANTILLA | SG 6 | PHP 19,716 MONTHLY

BSUB-ADA6-31-2025

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 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.

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

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 VI

DUTIES AND RESPONSIBILITIES

90%

- Assist in the preparation of ISBN/ ISSN related applications.
- Assist in the preparation of copyright-related documents and their submission.
- Prepare IP-related vouchers.
- Cooperate and assist with matters related to IP protection and management.
- File and retrieve office documents in an organized and timely manner.
- Receive, record, and release documents in accordance with office procedures.
- Prepare procurement documents such as PPMP, SPPMP, Line-Item Budget, IOB, and other related requirements.
- Review and verify supporting documents of disbursement vouchers prior to processing.
- Prepare required compliance documents for ISO, ARTA, and NAP.
- Manage office records and files by systematically filing, sorting, indexing, and safeguarding official documents.
- Receive and assist clients and visitors to the office, providing appropriate support and information.
- Monitor, maintain, and ensure the availability of office equipment and supplies to support smooth operations.
- Serve as the documents custodian of the office.
- Perform other related duties or functions assigned.

10%

- Perform other related duties as assigned to support research and extension programs and other operations of the Office.
- Attend University programs, training, and other activities as necessary.