



**BENGUET STATE UNIVERSITY**  
HUMAN RESOURCE MANAGEMENT OFFICE

**We Are HIRING!**

**ADMINISTRATIVE OFFICER I**  
**HUMAN RESOURCE**  
**MANAGEMENT OFFICE (HRMO)**

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 OFFICER I

**STATUS: PLANTILLA**

**MONTHLY RATE:  
PHP 26,917/MONTH**

**PLANTILLA ITEM NO.: BSUB-ADOF1-34-2023**

### Minimum Qualification Standards:

*Salary  
Grade:*

**10**



#### **EDUCATION (Graduate of:)**

Bachelor's Degree relevant to  
the job



#### **EXPERIENCE:**

None required



#### **TRAINING:**

None required



#### **ELIGIBILITY:**

Career Service  
Professional / Second  
Level Eligibility



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## HUMAN RESOURCE MANAGEMENT OFFICE

### DUTIES AND RESPONSIBILITIES

- 90%
- **L**eading People
    - Good Governance
      - Provides very satisfactory service to personnel re: HRIS
  - **I**nspiring Others for Work Engagement
    - Attendance & Work Engagement Services
      - Implementation of the Data Privacy Guidelines on the HRIS
    - End-to-End Documentation: Maintain comprehensive records of every phase, including:
      - Initial Phase: Requirement gathering and functional specifications.
      - Dry-Run (UAT): User Acceptance Testing results and bug logs.
      - Final Deployment: Post-launch performance reports.



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### DUTIES AND RESPONSIBILITIES

- **Module Administration:** Serve as the primary System Administrator, manage user access levels, and ensure the overall health of the HRIS environment.
- **Workflow Migration:** Lead the technical transition for core HR functions:
  - **Leave Management:** Automated credits and approvals.
  - **Separation from Service:** Responsible for digital offboarding and clearance.
  - **PRISM/ BSU CaRES/ Other Integration:** Ensure seamless data flow between specialized platforms.
- **ICT Coordination:** Acts as the bridge between HR and the ICT Office for system updates, patches, and troubleshooting.



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### DUTIES AND RESPONSIBILITIES

- Data Privacy & Security: Ensure that sensitive employee information remains protected and compliant.
  - Security Protocols: Manage encryption, password policies, and multi-factor authentication to ensure Business Continuity in coordination with ICT.
  - Privacy Impact Assessment (PIA): Processes mandatory PIA for every HRRIS module to identify and mitigate risks to personal data, ensuring compliance with data privacy laws.



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### DUTIES AND RESPONSIBILITIES

- Report & Analytics
  - Report Preparation: Generating periodic and ad-hoc reports regarding module usage, HR metrics, and system efficiency.
  - Data Accuracy: Auditing the system regularly to ensure the reports reflect "clean" and reliable data.
- **V**aluing Positive Organizational Behavior (POB)
  - Discipline for Performance
    - Assists in implementing interventions that strengthen positive discipline among employees.
  - Corporate Culture, Values and Social Responsibility
    - Update IEC materials for HRIS Modules (brochure/ AVR).
    - Resource speaker during the ONBOARDING process of HRMO (HRIS).



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### DUTIES AND RESPONSIBILITIES

- **E**mpowering with Information
  - HRIS
    - Incharge of the HRIS- leave and separation module.

- 10%** • Nurturing **W**ellbeing/ Others
  - Others
    - Attends health-related or wellness activities/ drug testing/ training; and
    - Attends University activities and programs;
    - Perform other related duties as assigned by supervisors.



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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](http://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.**