



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



BENGUET STATE UNIVERSITY

We Are **HIRING!**

ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I) BUGUIAS CAMPUS

PLANTILLA | SG 11 | PHP 31,705 MONTHLY

BSUB-ADOF2-32-2023

MINIMUM QUALIFICATION STANDARD

EDUCATION:	Bachelor's degree
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	Career Service (Professional)/Second Level Eligibility

APPLICATION DEADLINE: UNTIL OCTOBER 23, 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

ADMINISTRATIVE OFFICER II

DUTIES AND RESPONSIBILITIES

60%

1. Administration of salaries and wages, benefits, and other compensation for employees, and other personnel, and students in accordance with policies.
2. Preparation of remittances;
3. Loan processing;
4. Coordination with accounting, GSIS, PhilHealth, PAG-IBIG, LandBank, BSUCMPC, and other authorized deductions from salaries and other compensation.
5. Administration of other obligations of the campus, like fidelity bond premiums of accountable officials, power consumption, service providers for internet use, and other authorized obligations of the campus.
6. Monitoring and maintenance of disallowance repayments, ledgers, and indices as deducted and remitted.

30%

1. Issuance of payslips and certifications related to compensation and benefits and other obligations;
2. Consultation, orientation, and other services related to compensation, benefits, and other obligations;
3. Anticipate CBOO compliance risks, prepare conformity/ non-conformity statements, and ensure readiness for CSC/ COA audits;
4. Integrate wellness programs, gender and development initiatives, and climate-responsive CBOO policies into institutional planning;
5. Ensure timely and accurate submission of routine administrative and reportorial requirements, including but not limited to Daily Time Records (DTRs), accomplishment reports PPMP.

10%

1. Perform other related duties as assigned to support the campus/ university;
2. Participate in relevant trainings and workshops to stay updated on policies and guidelines in financial matters;
3. Attend university programs and other activities as necessary.