



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING

**ADMINISTRATIVE OFFICER V
(HRMO III)**

**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!

**JUNE 19 to JUNE 30, 2025
Until 5 PM Only!**





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

**ADMINISTRATIVE OFFICER V
(HRMO III)
BSUB-ADOF5-2-18-2023**

STATUS: PERMANENT

**MONTHLY RATE -
PHP 51, 304/MONTH**

BUGUIAS CAMPUS

Minimum Qualification Standards:



Education:
Bachelor's Degree



Training:
8 hours of relevant training



Experience: 2 years of relevant
experience



Eligibility: Civil Service
(Professional) Second Level
Eligibility

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ADMINISTRATIVE OFFICER V (HRMO III)

DUTIES AND RESPONSIBILITIES

A. CORE FUNCTIONS: (90%)

- 1. Provides support services to the Office of the Campus Administrator and performs administrative duties that assist the Campus Administrator and the implementation of laws, policies, plans, programs, rules and regulations;
- 2. Plans, directs, implements, supervises, monitors, and reviews the work of the Administration and Finance services;
- 3. Plans, monitors, and evaluates personnel wellness programs and professional development activities;
- 4. Prepares special orders, office orders, memoranda, and other correspondences for the



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90%

- 5. Prepares, updates, and revises the Position Description Form of employees directly supervised;
- 6. Prepares and revises personnel designations;
- 7. Performs special functions that require coordination and communication with other government agencies;
- 8. Approves GSIS, PAG-IBIG, and other loan applications of employees;
- 9. Manages, implements, and monitors the Campus' Ease of Doing Business (EODB) services;
- 10. Manages the implementation of all related Human Resource Development Programs/ Services;
- 11. Serves as a member of all campus committees; and



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**B. SUPPORT/OTHER
FUNCTIONS: (10%)**

10%

- **Perform other
related functions**



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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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HUMAN RESOURCE MANAGEMENT OFFICE

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 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.