



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are **HIRING!**

CHIEF ADMINISTRATIVE OFFICER ADMINISTRATIVE SERVICES DIVISION (ASD)

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 10, 2026

Until 5 PM Only!





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

CHIEF ADMINISTRATIVE OFFICER

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 102,603/MONTH**

PLANTILLA ITEM NO.: BSUB-CADOF-1-2004

Minimum Qualification Standards:

*Salary
Grade:*

24



EDUCATION (Graduate of:)

Master's Degree or Certificate
in Leadership and
Management from the CSC



EXPERIENCE:

4 years of supervisory/
management
experience



ELIGIBILITY:

Career Service
Professional / Second
Level Eligibility



TRAINING:

40 hours of supervisory/
management learning
and development
intervention undertaken
within the last 5 years



BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

DUTIES AND RESPONSIBILITIES

- 30%** • Oversees and directs the planning, organization, and implementation of administrative functions undertaken by units and personnel under the Administrative Services Division; Provides leadership and technical supervision; and monitors and evaluates performance to ensure effective service delivery and adherence to applicable laws, rules, and institutional policies.
- 30%** • Exercises review and signing authority over financial and administrative documents including communications, issuances and reports processed by units under the Administrative Services sector and related sectors— including human resource, compensation and benefits, procurement, records, supply and property management transactions, administrative offices under the Office of the President and the General Services Office— ensuring accuracy, propriety, and compliance with applicable laws, rules and regulations, and government accounting and auditing standards.



BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

DUTIES AND RESPONSIBILITIES

- 10%** • Participates in policy formulation and review as a member of the Administrative Council and other University committees; recommends improvements in administrative systems, internal controls, and service delivery mechanisms.
- 10%** • Participates in policy formulation and review as a member of the Administrative Council and other University committees; Recommends improvements in administrative systems, internal controls, and service delivery mechanisms.
- 10%** • Provides technical advice to the University President and other officials on administrative matters.
- 5%** • Represents the University in administrative and regulatory concerns.
- 5%** • Performs other related duties as may be assigned.



BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

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**



BENGUET STATE UNIVERSITY

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 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.