



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!**

COOK I

BSU HIGH SCHOOL CANTEEN - UNIVERSITY BUSINESS AFFAIRS

PLANTILLA | SG 3 | PHP 16,486 MONTHLY

BSUB-COK1-1-2025

MINIMUM QUALIFICATION STANDARD

EDUCATION:	Elementary School Graduate
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	None required

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.



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BENGUET STATE UNIVERSITY

COOK I

DUTIES AND RESPONSIBILITIES

90%

1. Assists in the preparation of various dishes as directed by the Cook II.
2. Cooks rice and soup
3. Cooks vegetable dishes and snacks in accordance with the recipe.
4. Ensure that food is properly cooked and meets the prescribed standards for taste, including appropriate levels of saltiness and sweetness, and the required degree of doneness.
5. Ensure proper handling, labeling, and storage of ingredients and raw materials.
6. Maintain a clean & sanitary work area, equipment & utensils, adhering to food safety standards and regulations.

10%

7. Performs other related functions as may be assigned by the immediate supervisor or proper authorities.