



**BENGUET STATE UNIVERSITY**  
HUMAN RESOURCE MANAGEMENT OFFICE

**We Are HIRING!**

**FOOD SERVICE  
SUPERVISOR II**

**UNIVERSITY CANTEEN -  
UNIVERSITY BUSINESS AFFAIRS**

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!**





# BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

## FOOD SERVICE SUPERVISOR II

**STATUS: PLANTILLA**

**MONTHLY RATE:  
PHP 31,705/MONTH**

**PLANTILLA ITEM NO.: BSUB-FOSS2-61-2025**

### Minimum Qualification Standards:



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

Bachelor's degree relevant to  
the job



#### **EXPERIENCE:**

None required



#### **TRAINING:**

None required



#### **ELIGIBILITY:**

Career Service  
Professional / Second  
Level Eligibility



# BENGUET STATE UNIVERSITY

## HUMAN RESOURCE MANAGEMENT OFFICE

### DUTIES AND RESPONSIBILITIES

- 90%**
- Supervise and train food service staff and OJT students.
  - Assign duties and evaluate work performance.
  - Directs daily food service operations, monitors workflow, and coordinates meal preparation and serving activities.
  - Ensure adherence to food safety, sanitation standards, and quality control for all food products.
  - Formulate dietary policies for proper implementation and plans for the improvement of techniques and procedures in food preparation and management.
  - Address customer complaints.
  - Prepare and submit required reports.
- 10%**
- Does other related tasks as needed arise.



# **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](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.**