



**BENGUET STATE UNIVERSITY**  
HUMAN RESOURCE MANAGEMENT OFFICE

**We Are HIRING!**

**HOUSEPARENT II**  
**BUGUIAS CAMPUS**

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!**





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## HOUSEPARENT II

**STATUS: PLANTILLA**

**MONTHLY RATE:  
PHP 19,716/MONTH**

**PLANTILLA ITEM NO.: BSUB-HP2-16-2025**

## Minimum Qualification Standards:



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

High School Graduate (prior to 2016), or Completion of Grade 10/ Junior High School (starting 2016)



### **EXPERIENCE:**

None required



### **TRAINING:**

None required



### **ELIGIBILITY:**

None required



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### DUTIES AND RESPONSIBILITIES

- 90%**
- Interview and accommodate dorm applicants and transients of the guest rooms.
  - Enforce dormitory rules and regulations in coordination with the Office of Student Services.
  - Provide a safe, nurturing, and stable living environment to dorm residents and guestroom transients.
  - Supervise daily routines of the residents and monitor their health and security, and ensure that they behave in a socially acceptable manner.
  - Respond to emergencies (e.g., illness, accidents, behavioral cases) and report to the school nurse and guidance counselors.
  - Keep a monitoring record of residents and daily supervision on the maintenance of cleanliness and sanitation.
  - Maintain communication with parents or guardians of the dorm residents, and report any concerns about their well-being and behavior.



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### DUTIES AND RESPONSIBILITIES

- Prepare, submit, and present reports of the payment of dorm fees, monthly and annual reports to meetings.
- Work closely with the teachers, guidance counselors, and other school staff to support the resident's development.
- Assist in organizing recreational and other activities in the dormitories.
- Attend staff meetings and contribute to care planning for the residents.
- Request necessary repairs, improvements, office and cleaning supplies, and equipment through submission of PPMP.
- Participate in relevant trainings, seminars, and workshops to stay updated on policies and guidelines in dormitories/guestels.
- Ensure timely and accurate submission of routine administrative and reportorial requirements, including but not limited to Daily Time Records (DTRs) and accomplishment reports.



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## DUTIES AND RESPONSIBILITIES

- 10%**
- Perform other related duties as assigned to support the projects, programs, and activities of the campus' students.
  - Attend university programs and other activities as necessary.



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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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## 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.