



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**UNIVERSITY EXTENSION
ASSOCIATE 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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UNIVERSITY EXTENSION ASSOCIATE II

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 38,764/MONTH**

PLANTILLA ITEM NO.: BSUB-UEXA2-80-2025

Minimum Qualification Standards:



EDUCATION (Graduate of:)

Bachelor's Degree



EXPERIENCE:

1 year of relevant
experience



TRAINING:

4 hours of relevant training



ELIGIBILITY:

Career Service
Professional/ Second
Level Eligibility

COMPETENCY-BASED SELECTION CRITERIA FOR RESEARCH & EXTENSION POSITIONS (IN THE LAST 10 YEARS)

ADDITIONAL DOCUMENTS TO BE SUBMITTED. ARRANGE YOUR DOCUMENTS IN ACCORDANCE WITH THE FOLLOWING CRITERIA:

Criteria [For the past 10 years]	Parameters	Evidence
C Challenge innovation in R & E	A. Published books (R&E OUTPUT)	Copy of the material with ISBN and/or copyright
	1. For every published book:	
	1.1 As author	
	1.2 As <u>reviewer</u> or editor or translator	
	1.3 As <u>compiler</u>	
	1.4 As chapter contributor or author	
	1.4.2 International	
	1.4.1 National	
	2. For every training /instructional manual/Education and Communication (IEC) materials	
	2.1 Training Manual	
	2.2 Production Guide	
2.3 Package of Technology		
2.4 Brochure		
2.5 Pamphlets/flyers		
A Awards	B. Awards of distinction received in recognition of achievements in relevant areas of their field of specialization, profession, and or assignment (First Place, Second Place, Third Place <u>best paper</u>)	Copy of the following: a. Plaque of Recognition or copy of citation b. Criteria for the selection c. Proof of competition
	1. International	
	2. National/ <u>Regional</u>	
	3. Local (Institution-wide)	

R Research, science, and technology inventions or innovations	C. Scientific Publications	Copy of the journal with ISSN
	1. For every published research:	
	1.1 ISI, <u>scopus/clarivate</u>	
	1.2. <u>Referreed/Accredited</u>	Google Scholar Citation
	2. Citations in articles published by other researchers in refereed international or national journal	
	2.1 120 and above	
	2.2 60 - 129	
	2.3 Less than 60	Copy of Patent Certificate/Utility Model Certificate/Trademark Certificate
	3. Intellectual Property rights (5)	
	3.1 Patents	
3.2 Utility Models (UM)		
3.3 Trademarks	Copy of MOA & Designation	
3.4 Copyright		
D. Resource Generation [Proposed, Ongoing, completed projects]		
1. 10 million and above		
2. 5M - 10 M	Copy of MOA & Designation	
3. Below 5M		

<p>E</p> <p>Extension services (Service to the community and to the industry)</p>	<p>E. Extension programs, projects or activities (including trainings) organized and implemented as a result of a completed research</p>	
	<p>1. For every extension service rendered:</p> <p>1.1 Training services</p> <p>1.1.1 As resource speaker</p> <p>1.1.2 As facilitator/coordinator</p> <p>1.2 Techno Demonstration/ Assistance services</p> <p>1.3 Paper Presentation</p>	<p>Copy of:</p> <p>1. Approved extension activity/training proposal</p> <p>2. Activity/ Project accomplishment report</p> <p>3. Certificate of appreciation/recognition</p> <p>4. Copy of MOA/Proof of assistance given</p>
	<p>2. Technology generated/ adopted/ commercialized/ Policy formulated/ advocacy</p> <p>2.1. Technology adopted/ commercialized with business established or policy advocated with ordinance/ bill/ resolution approved, and implemented</p> <p>2.2. Technology adopted/ commercialized with adopters</p> <p>2.3. Technology promoted/ disseminated</p>	<p>1. Copy of technology brief/policy formulated/advocacy</p> <p>2. Acknowledgement of output</p>
	<p>3. Extension platform/ program developed and implemented</p> <p>1.1. Extension platform (National/ Regional/ Provincial/ Municipal)</p>	<p>1. Copy of technology brief/ policy formulated/ advocacy</p> <p>2. Acknowledgement of output</p>
	<p>4. External linkages/ partnerships initiated/ established that resulted in continuing extension/ development program</p>	<p>1. Copy of technology brief/ policy formulated/ advocacy</p> <p>2. Acknowledgement of output</p> <p>3. Certificate of involvement from the head of office</p>

S Service to the University	Designations related to Research and Extension (R&E Director, Section Head, Committee Chair/ Member, Program/Project/Study Leader)	Copy of designation and accomplishment report
	R&E Director	
	Program Leader	
	Project leader	
	Study Leader/Division Chief/Section Head (Research)/Committee/Project Staff	



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HUMAN RESOURCE MANAGEMENT OFFICE

DUTIES AND RESPONSIBILITIES

- 90%**
- Serve as extension coordinator of the campus and liaise with the BSU La Trinidad Campus.
 - Manage all extension records and documents, such as proposals, registration forms, progress reports, terminal reports, and others.
 - Serve as records officer and provide the needed documents for faculty, researchers, and other clients.
 - Receive and facilitate review and evaluation of submitted extension proposals and facilitate communication with the proponents and evaluators.
 - Facilitate the registration of approved extension programs/ projects.
 - Assist the division head of R&E in extension matters within the campus.
 - Facilitate communication of all advisories, guidelines, and schedules with faculty and staff.



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DUTIES AND RESPONSIBILITIES

- Assist in the preparation and processing of inset activity designs for extension workers on the campus.
- Participate in relevant trainings, workshops, conferences, and scholarly activities to stay current with emerging extension trends and standards, as well as wellness activities.
- Ensure timely and accurate submission of routine administrative and reportorial requirements, including but not limited to Daily Time Records (DTRs) and accomplishment reports

- 10%**
- Perform other related duties as assigned to support research and extension programs and other operations of the Center.
 - Participate in university, sector, and center's 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
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.