



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are **HIRING!**

**UNIVERSITY EXTENSION
ASSOCIATE II**
**BENGUET STATE UNIVERSITY -
BOKOD 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 February 23, 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-UEXA2-81-2025

**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>Referred/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	
	3. Intellectual Property rights (5)	Copy of Patent Certificate/Utility Model Certificate/Trademark Certificate
	3.1 Patents	
Resource Generation	3.2 Utility Models (UM)	
	3.3 Trademarks	
	3.4 Copyright	
	D. Resource Generation [Proposed, Ongoing, completed projects]	Copy of MOA & Designation
	1. 10 million and above	
	2. 5M - 10 M	
	3. Below 5M	

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

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%**
- Serves as extension coordinator of the campus and liaise with the BSU La Trinidad Campus.
 - Manages all extension records and documents, such as proposals, registration forms, progress reports, terminal reports, and others.
 - Serves as records officer and provides the needed documents for faculty, researchers, and other clients.
 - Receives and facilitates review and evaluation of submitted extension proposals and facilitates communication with the proponents and evaluators.
 - Facilitates the registration of approved extension programs/projects.
 - Assists the Campus Administrator in extension matters within the campus.
 - Facilitates communication of all advisories, guidelines, schedules with faculty and staff.



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DUTIES AND RESPONSIBILITIES

- Assists in the preparation and processing of inset activity designs for extension workers in the campus

- 10%**
- Performs other tasks that may be assigned by the Director.
 - Attends relevant trainings and seminars to enhance skills and competencies.
 - Participates in university activities and other activities on wellness and mental/ emotional/ spiritual renewal.



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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.