



BENGUET STATE UNIVERSITY

We Are **HIRING!**

UNIVERSITY EXTENSION SPECIALIST I

OFFICE OF EXTENSION SERVICES

PLANTILLA | SG 16 | PHP 45,694 MONTHLY
BSUB-UEXSP1-102-2025

MINIMUM QUALIFICATION STANDARD

EDUCATION: Bachelor's Degree relevant to the job

EXPERIENCE: 1 year of relevant experience

TRAINING: 4 hours of relevant training

ELIGIBILITY: Career Service Professional / 2nd Level Eligibility

APPLICATION REQUIREMENTS:

- Fully accomplished Personal Data Sheet (CS Form No. 212, s. 2025) 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!



APPLICATION DEADLINE:
UNTIL JUNE 16, 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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DUTIES AND RESPONSIBILITIES

60%

- Lead in the planning, conduct, reporting, and monitoring of technology packaging or knowledge product development and information dissemination activities under the OES in collaboration with R&D centers/colleges.
- Conceptualize, design, conduct, and monitor community-based technology promotion, information dissemination projects/activities aligned with the university extension agenda.
- Write papers or develop and publish knowledge products, multimedia campaigns, policy briefs, or documentation research of extension projects or modalities conducted under the division/unit.
- Facilitate the packaging and promotion of mature technologies for extension or deployment through multimedia strategies and platforms in collaboration with the R&D centers/colleges.
- Plan and implement at least one information dissemination, knowledge product development, information dissemination/campaign, or capacity development project in collaboration with R&D centers/colleges.
- Manage the repository for knowledge products and ensure their widest dissemination and circulation.
- Sustain/facilitate a partnership/linkage with other agencies/organizations for the conduct of community-based extension programs/services.
- Serve as a resource person in training and capacity building activities or continuing education programs aligned to the field of expertise and relevant to the extension agenda.



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DUTIES AND RESPONSIBILITIES

30%

- Become a member and/or lead various committees, technical working groups, secretariats, and other designations that the director or the administration may assign.
- Mentor budding researchers, extensionists, and student interns/on-the-job trainees.
- Review/evaluate research and extension proposals and outputs of faculty, researchers, extensionists, and students.
- Assist the director in Crafting Comprehensive Programs and Policies relevant to R&E operation.
- Provide technical expertise to the clients of the office:
- Conduct training needs or resource assessments and other research to ensure that extension programs, projects, and activities in the unit are relevant, effective, and result in desired and sustainable outcomes.

10%

- Perform other related tasks that the Director may assign.
- Participate in relevant trainings and seminars to enhance skills and competencies.
- Participate in university activities and other activities on wellness and mental/emotional/spiritual renewal as necessary.



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Rankings for Innovation



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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
<p style="text-align: center;">C</p> <p style="text-align: center;">Challenge innovation in R&E</p>	<p>A. Published books (R&E)</p> <p>1. For every published book:</p> <ol style="list-style-type: none"> a. As author b. As a reviewer, editor, or translator c. As a compiler d. As a chapter contributor or author <ol style="list-style-type: none"> i. International ii. National <p>2. For every training/ instructional manual/ Educational and Communication (IEC) materials</p> <ol style="list-style-type: none"> a. Training Manual b. Production Guide c. Package of Technology d. Brochure e. Pamphlets/ flyers/ link to reels or stories (Note: Maximum 3 points) f. Policy Brief g. AVPs with copyright of Technology/ Stories 	<p>Copy of the material with ISBN and/ or copyright</p> <p>Copy of the material with ISBN and/or copyright; IECs/AVPs without ISBN and/or copyright will be given 1 point only if with proof of dissemination</p>
<p style="text-align: center;">A</p> <p style="text-align: center;">Awards</p>	<p>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 best paper)</p> <ol style="list-style-type: none"> 1. International 2. National/ Regional 3. Local (institution-wide) 	<p>Copy of the following:</p> <ol style="list-style-type: none"> a. Plaque of Recognition or copy of citation b. Criteria for the selection c. Proof of competition <p><i>Note: For SG13 and Below Positions, Awards received from student competition will be accepted or Awards received of applicant from the student research competition will be accepted.</i></p>



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<p style="text-align: center;">R</p> <p style="text-align: center;">Research, Science, and Technology Inventions or Innovations</p>	<p>C. Scientific Publications</p> <ol style="list-style-type: none"> 1. For every published research: <ol style="list-style-type: none"> a. ISI, scopus/ clarivate b. Referred/ Accredited 2. Citations in articles published by other researchers in referred international or national journals <ol style="list-style-type: none"> a. 120 and above b. 60-120 c. Less than 60 3. Intellectual Property Rights <ol style="list-style-type: none"> a. Patents b. Utility Models c. Trademarks d. Copyright <p style="margin-left: 40px;">d. Copyright</p> <ol style="list-style-type: none"> i. Research-based ii. Non-research-based 	<p>Copy of the journal with ISSN</p> <p>Google Scholar Citation</p> <p>Copy of Patent Certificate/Utility Model Certificate/Trademark Certificate (Certification of involvement from Head of Office for Agency-based trademarks)</p> <p>Research-based: Certificate of copyright and copy of research paper</p> <p>Non-research-based: Certificate of copyright</p>
<p style="text-align: center;">Resource Generation</p>	<p>D. Resource Generation [Proposed, Ongoing, completed projects]</p> <ol style="list-style-type: none"> 1. 10 million above 2. 5 million - 10 million 3. Below 5 million 	<p>Copy of MOA/Submitted Proposal received by funding agency & Designation/ NEP/Certification of involvement from the Project/Program Leader</p> <p>Certification by the primary proponent of the involvement in the program/project</p>



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<p style="text-align: center;">E</p> <p>Extension services (Service to the community and to the industry)</p>	<p>E. Extension programs, projects, or activities (including training) organised and implemented as a result of completed research</p> <ol style="list-style-type: none"> 1. For every extension service rendered: <ol style="list-style-type: none"> a. Training services <ol style="list-style-type: none"> i. As a resource speaker ii. As a facilitator/ coordinator b. Techno Demonstration Activity c. Paper Presentation/ Policy/ Stakeholder Forum Presentation 	<p>Copy of:</p> <ol style="list-style-type: none"> 1. Approved extension activity/ training proposal 2. Activity/ Project accomplishment report 3. Certificate of appreciation/ recognition 4. Copy of MOA/ Proof of Assistance Given 5. Other proof of assistance given/policy pitching/research output dissemination
	<ol style="list-style-type: none"> 2. Technology generated/ adopted/ commercialized/ policy adopted or advocated 3. Technical Advisory/ Outreach Activity/ Assistance Services 3. Technical Advisory/ Outreach Activity/ Assistance Services 	<p>Copy of (any of the following):</p> <ol style="list-style-type: none"> 1. Copy of technology brief/policy formulated/advocacy 2. Acknowledgement of output 3. Coordination letter/Copy of presentation <p>Copy of (any of the following)</p> <ol style="list-style-type: none"> 1. Approved extension activity/training proposal 2. Activity/project accomplishment report 3. Certificate of appreciation/recognition 4. Copy of MOA <ol style="list-style-type: none"> 1. Copy of the approved policy/guideline 2. Certificate of involvement from the head of office/Minutes of Meeting 3. Certificate of adaption or MOA or any proof/documents for the linkages to the market



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	<p>4. Involvement in ordinance, policy, and relevant issuances formulation and market linkage for technology/product outputs</p>	<ol style="list-style-type: none"> 1. Copy of the approved policy/guideline 2. Certificate of involvement from the head of office/Minutes of Meeting 3. Certificate of adaption or MOA or any proof/documents for the linkages to the market
<p>S Service to the University</p>	<p>F. Designations related to Research and Extension (R&E Director, Section Head, Committee Chair/ Member, Program/ Project/ Study Leader</p> <ol style="list-style-type: none"> 1. R&E Director or Administrative Designation 2. Program Leader 3. Project Leader 4. Study Leader/ Project Staff 5. Division Chief/Section Head (Research)/Committee/other Official Designation 	<p>Copy of designation/Office Order/Certification of involvement from head of office</p>

***Note* The Hiring Unit/ Human Resource Merit Selection and Promotion Unit reserves the right to request additional documents as it deems necessary.**



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