BENGUET STATE UNIVERSITY

We Are HIRING!

UNIVERSITY RESEARCH ASSOCIATE I

CORDILLERA CENTER FOR ANALYSIS OF AGRICULTURE, NATURAL RESOURCES, AND ENVIRONMENTAL BIOTECHNOLOGY (CORDICARE)

PLANTILLA | SG 12 | PHP 33,947 MONTHLY
BSUB-UNIRA1-75-2025

MINIMUM QUALIFICATION STANDARD

EDUCATION:	Bachelor's Degree
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	RA 1080 (Chemist)

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.

APPLICATION DEADLINE:
UNTIL DECEMBER 1, 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.

BENGUET STATE UNIVERSITY HRMO HUMAN RESOURCE MANAGEMENT OFFICE
hrmo@bsu.edu.ph
09683810925
Bsu Hrmo Main

PRIME HRM
RCS 2.0 ARTA RCS 2.0 GOLD AWARD
TÜVRheinland ZERTIFIZIERT Management System ISO 50001:2011
AACCUP
Times Higher Education Impact Rankings
WURI The WORLD UNIVERSITY RANKINGS for INNOVATION

BENGUET STATE UNIVERSITY

UNIVERSITY RESEARCH ASSOCIATE I

DUTIES AND RESPONSIBILITIES

60%

- Conduct physico-chemical analyses of soil, plant, and water samples following standard protocols.
- Implement ISO/IEC 17025 and other quality standards, and support chemical hygiene and laboratory safety practices.
- Contribute to the design, development, packaging, and implementation of research and extension proposals.
- Conduct and document research activities, ensuring adherence to established protocols, timelines, and financial resource guidelines.
- Prepare and submit laboratory reports, administrative documents, meeting minutes, and intellectual property filings.

30%

- Participate in the preparation or development of technical reports, publications, policy briefs, presentations, and other dissemination materials
- Contribute to establishing linkages with faculty, academic units, schools, and external agencies for collaborative research and extension
- Provide technical support during research seminars, trainings, workshops, and extension activities.
- Participate in seminars, trainings, workshops, and conferences at local, regional, national, or international levels. 10. Report issues or problems promptly to the Chemist or project leader.

10%

- Attend University, sector, and center programs, trainings, and other activities as necessary.
- Perform other related duties as assigned to support research and extension programs and other operations of the Center.

BENGUET STATE UNIVERSITY

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) 1. For every published book: a. As author b. As a reviewer, editor, or translator c. As a compiler d. As a chapter contributor or author i. International ii. National 2. For every training/ instructional manual/ Educational and Communication (IEC) materials a. Training Manual b. Production Guide c. Package of Technology d. Brochure e. Pamphlets/ flyers	Copy of the material with ISBN and/ or copyright
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 best paper) 1. International 2. National/ Regional 3. Local (institution-wide)	Copy of the following: a. Plaque of Recognition or copy of citation b. Criteria for the selection c. Proof of competition Note: For SG13 and Below Positions, Awards received from student competion will be accepted or Awards received of applicant from the student research competition will be accepted.

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R Research, Science, and Technology Inventions or Innovations	C. Scientific Publications 1. For every published research: a. ISI, scopus/ clarivate b. Refereed/ Accredited 2. Citations in articles published by other researchers in referred international or national journals a. 120 and above b. 60-120 c. Less than 60 3. Intellectual Property Rights a. Patents b. Utility Models c. Trademarks d. Copyright i. Research-based ii. Non-research-based	Copy of the journal with ISSN Google Scholar Citation Copy of Patent Certificate/ Utility Model Certificate/ Trademark Certificate (Certification of involvement from Head of Office for Agency-based trademarks) for research-based: Certificate of copyright and copy of research paper for non-research-based: Certificate of copyright
Resource Generation	D. Resource Generation [Proposed, Ongoing, completed projects] 1. 10 million above 2. 5 million - 10 million 3. Below 5 million	Copy of MOA/Submitted Proposal received by funding agency & Designation/ NEP/ Certification of involvement from the Project/ Program Leader

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

E Extension services (Service to the community and to the industry)	E. Extension programs, projects, or activities (including training) organised and implemented as a result of completed research 1. For every extension service rendered: a. Training services i. As a resource speaker ii. As a facilitator/ coordinator b. Techno Demonstration/ Assistance Services c. Paper Presentation	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
	2. Technology generated/ adopted/ commercialized/ policy brief/ advocacy	Copy of (any of the following): 1. Copy of technology brief/ policy formulated/ advocacy 2. Acknowledgement of output 3. Coordination letter/ copy of presentation
	3. Policy formulated	1. Copy of the approved policy/guideline 2. Certificate of involvement from the head of office/Minutes of Meeting

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

S Service to the University	F. Designations related to Research and Extension (R&E Director, Section Head, Committee Chair/ Member, Program/ Project/ Study Leader 1. R&E Director or Administrative Designation 2. Program Leader 3. Project Leader 4. Study Leader/ Division Chief/ Section Head (Research)/ Committee/ Project Staff	Copy of designation/Office Order/Certification of involvement from head of office

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