



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

UNIVERSITY RESEARCHER II
INTELLECTUAL PROPERTY MANAGEMENT
OFFICE (IPMO) - TECHNOLOGY
TRANSFER AND PATENT UNIT (TTPU)

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 20, 2026

Until 5 PM Only!





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UNIVERSITY RESEARCHER II

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 53,818/MONTH**

PLANTILLA ITEM NO.: BSUB-UNIR2-110-2025

Minimum Qualification Standards:



EDUCATION (Graduate of:)

Bachelor's Degree



EXPERIENCE:

2 years of relevant
experience



TRAINING:

8 hours of relevant
training



ELIGIBILITY:

Career Service
(Professional)/ Second
Level Eligibility



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DUTIES AND RESPONSIBILITIES

- 60%**
- Conduct research on intellectual property-related topics to support the office's programs and initiatives;
 - Facilitate the preparation and administration of confidentiality agreements by coordinating processes, ensuring accurate project details are included, and monitoring compliance during collaborative research and external engagements;
 - Oversee intellectual property compliance by tracking usage, detecting possible infringements, and applying necessary protective measures;
 - Safeguard intellectual property rights through systematic monitoring, evidence collection and implementation of enforcement measures;
 - Assist project leaders in preparing technical documentation for IP evaluation and registration;
 - Facilitate the registration of industrial properties (patents, utility models, trademarks, industrial designs, geographical indications) with the Intellectual Property Office of the Philippines;



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DUTIES AND RESPONSIBILITIES

- Draft and review patents, utility model, industrial design, trademark, and GI specifications, and responding to formality reports and publication notices;
- Track the legal status of registered IP assets, including renewals, annuity payments, and usage requirements to maintain compliance;
- Collaborate with researchers and project leaders to identify and assess innovations with potential for IP protection or commercialization;
- Conduct prior art searches and patent landscapes analyses to support IP audits and strategic filings.
- Analyze IP trends, inventor performance, and innovation outputs to inform R&D planning and policy development;
- Assist research teams in identifying patentable research areas to strengthen the university's innovation pipeline;
- Prepares and submits copyright applications;
- Process ISBN/ISSN copyright applications;



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DUTIES AND RESPONSIBILITIES

- Provides advice and recommendations concerning copyright applications;
- Assist in the development and implementation of institutional guidelines for the creation of diverse creative works, including visual arts, literary pieces, musical compositions, multimedia productions, and performance documentation;
- Oversee the evaluation of creative outputs to ensure compliance with university policies, artistic standards, originality, and cultural relevance.
- Organize and assists in the maintenance of the digital depository of creative works of instructional materials;
- Design promotional strategies and materials to enhance visibility and appreciation of creative outputs within and beyond the university;
- Manage the consolidation and processing of copyright registration for creative works, ensuring legal protection and recognition for creators;



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DUTIES AND RESPONSIBILITIES

- Supervise the evaluation of instructional materials to ensure alignment with academic standards, educational objectives, and sound pedagogical practices;
- Develop and maintain a digital repository for instructional materials, in coordination with the IP Data Management Division, ensuring discoverability, version control, and long-term access;
- Facilitate copyright registration processes for institutional materials to safeguard intellectual property rights; and
- Monitor trends in educational and creative content development to ensure innovation and relevance in BSU's outputs.



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DUTIES AND RESPONSIBILITIES

- 30%**
- Serve as a lead of University, Sector, or Office-level working committees;
 - Assist in the conduct of IP-related training;
 - Provide mentorship in IP-registration and drafting; and,
 - Participate in IP-related training and workshop.
- 10%**
- Perform other related duties as assigned to support research and extension programs and other operations of the Office.
 - Attend University programs, trainings, 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.