



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



BENGUET STATE UNIVERSITY

We Are HIRING!

UNIVERSITY RESEARCH ASSOCIATE I
CORDILLERA CONSORTIUM FOR
AGRICULTURE, AQUATIC, AND RESOURCES
RESEARCH AND DEVELOPMENT

PLANTILLA | SG 12 | PHP 33,947 MONTHLY
BSUB-UNIRA1-79-2025

MINIMUM QUALIFICATION STANDARD

- EDUCATION:** Bachelor's Degree
EXPERIENCE: None required
TRAINING: None required
ELIGIBILITY: Career Service Professional / 2nd Level Eligibility
COMPETENCY: Development Communication/ Information Technology/ Agriculture - Extension Education/ Rural Development/ Agribusiness/ or other allied courses

APPLICATION DEADLINE:
UNTIL MAY 25, 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.



hrmo@bsu.edu.ph
 09683810925
 Bsu Hrmo Main



Times Higher Education
Impact Rankings



The WORLD
 UNIVERSITY
 RANKINGS
 for INNOVATION



BENGUET STATE UNIVERSITY

UNIVERSITY RESEARCH ASSOCIATE I

DUTIES AND RESPONSIBILITIES

60%

- Develop and assist with research, development, and extension proposal packaging for internal or external funding.
- Implement approved proposals, including data gathering, analysis, and report writing.
- Support in the conduct of technology commercialization, training, workshops, and extension activities.
- Assist faculty members, researchers, and external partners on various research and extension activities.
- Assist in the planning and implementation of Special Project activities.
- Assist in the development or preparation of policy briefers, copyright materials, utility models, and/or patents related to the mandate of the office.
- Organize and conduct training related to the conducted client-based research and development training needs.
- Develop and implement the regional S&T communication plans, programs, and strategies in support of research and development.
- Develop and produce Science and Technology-Based Knowledge Products.
- Manage project-related documentation, prepare reports, and disseminate research findings through time-tested platforms to share and put into effective use various science-based technologies, information, and products of the Center.





BENGUET STATE UNIVERSITY

UNIVERSITY RESEARCH ASSOCIATE I

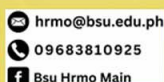
DUTIES AND RESPONSIBILITIES

30%

- Attend/ participate/ present in various fora, seminars, workshops, and conferences at the local, regional, national, and/ or international level.
- Monitor financial resources and regularly report/ update them to the Director.
- Prepare minutes of meeting.
- Travel to document/ facilitate activities.
- Prepare and consolidate information from CMI researchers, research activities, and the dissemination of technologies, and prepare accomplishment reports related to R&D.
- Coordinate/ facilitate implementation of other programs, projects, and activities of the Center.
- Prepare research reports and monitoring reports.

10%

- Performs other duties delegated by the Director.
- Attend University programs, trainings, and other activities as necessary.



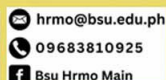


BENGUET STATE UNIVERSITY

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
<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 	<p>Copy of the material with ISBN and/ or copyright</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>





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:

<p>R</p> <p>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 <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>for research-based: Certificate of copyright and copy of research paper</p> <p>for non-research-based: Certificate of copyright</p>
<p>Resource Generation</p>	<p>D. Resource Generation [Proposed, Ongoing, completed projects]</p> <ol style="list-style-type: none"> 1. 10 million above 2. 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>



hrmo@bsu.edu.ph
09683810925
Bsu Hrmo Main



Management System
ISO 50001:2011
www.bsuv.com
ID 9105045495



Times Higher Education
Impact Rankings



The WORLD UNIVERSITY RANKINGS for INNOVATION



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:

<p>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> <p>1. For every extension service rendered:</p> <p>a. Training services</p> <p> i. As a resource speaker</p> <p> ii. As a facilitator/ coordinator</p> <p>b. Techno Demonstration/ Assistance Services</p> <p>c. Paper Presentation</p>	<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
	<p>2. Technology generated/ adopted/ commercialized/ policy brief/ advocacy</p>	<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>3. Policy formulated</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



Times Higher Education
Impact Rankings





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:

<p>S</p> <p>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 Designation2. Program Leader3. Project Leader4. Study Leader/ Division Chief/ Section Head (Research)/ Committee/ Project Staff	<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.**



Times Higher Education
Impact Rankings

WURI
The WORLD UNIVERSITY RANKINGS for INNOVATION