



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**UNIVERSITY RESEARCH
ASSOCIATE I**

**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 RESEARCH ASSOCIATE I

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 33, 947/MONTH**

PLANTILLA ITEM NO.: BSUB-UNIRA1-66-2025

Minimum Qualification Standards:



EDUCATION (Graduate of:)

Bachelor's Degree



EXPERIENCE:

None required



TRAINING:

None required



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;
 - Coordinate the integration of IP into the training of BSU constituents, and ensuring that they are equipped with a comprehensive understanding of IP principles and their relevance to research, innovation and commercialization;
 - Assist in developing accessible informative and IP resources such as EIC materials;
 - Promote and disseminate the technologies generated by researchers through exhibitions, IP showcase, online platforms and print media,
 - Facilitate EIC materials for public visibility and seek potential partnerships or investors;
 - Facilitate and implement training programs, seminars and various IP-related activities, fostering and culture of continuous learning and development within the university community;



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DUTIES AND RESPONSIBILITIES

- Facilitate experiential learning opportunities that enhances the capabilities of the researchers, whether through organizing workshops or strengthening their skills in IP- related areas;
- Conducts training-workshops on hands-on learning includes inventions disclosure writing, patent searching, IP portfolio development and commercialization pathway planning;
- Cooperate and assist with matters related to technology transfer and commercialization;
- Handles the planning and coronation of travel arrangements, including booking slight accommodation and transportation as needed.
- Schedules and coordinates appointments, meetings, and events. This may include managing multiple calendars, ensuring availability and sending out invitations, and taking notes and write minutes of meetings and prepares monthly accomplishment reports of the office;



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DUTIES AND RESPONSIBILITIES

- Prepare target DPCR and package DPCR; and
- Cooperate with the Quality Management System (QMS) initiatives and support activities of R&E.

30%

- Serve as a lead of University, Sector, or Office-level working committees.
- Assist in the conduct of technology valuation and market analyses;
- Provide mentorship focused on technology transfer and commercialization; 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.