



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 II
CORDILLERA CONSORTIUM FOR
AGRICULTURE, AQUATIC, AND RESOURCES
RESEARCH AND DEVELOPMENT
 PLANTILLA | SG 14 | PHP 45,694 MONTHLY
BSUB-UNIRA2-97-2025

MINIMUM QUALIFICATION STANDARD

- EDUCATION:** Bachelor's Degree
EXPERIENCE: 1 year of relevant experience
TRAINING: 4 hours of relevant training
ELIGIBILITY: Career Service Professional / 2nd Level Eligibility
COMPETENCY: Development Communication/ Information Technology/ Agriculture - Extension Education/ Rural Development/ Agribusiness/ or other allied courses

APPLICATION DEADLINE: *Note: If applying for a plantilla position, please indicate the item number, position title, and office in the application letter.*
UNTIL MAY 25, 2026

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

UNIVERSITY RESEARCH ASSOCIATE II

DUTIES AND RESPONSIBILITIES

60%

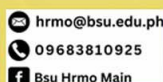
- Develop a proposal for the Regional Collaborative Program and other non-degree training proposals.
- Develop a research, development, and extension proposal for internal or external funding.
- Implement approved proposals, including data gathering, analysis, and report writing.
- Assist project/ program leaders in the packaging, submission, and implementation of internally funded proposals.
- Organize and conduct technology commercialization, training, workshops, and extension activities.
- Collaborate with faculty members, researchers, and external partners on various research and extension projects.
- Support the Regional Research and Development Council (RRDCC) and the Regional Technical Working Group (RTWG).
- Assist in the regional prioritization of the client-based research and development training needs.
- Organize and conduct training related to the conducted client-based research and development training needs.

30%

- Assist in the coordination, monitoring, and evaluation of the ongoing and completed R&D programs through agency in-house reviews, regional symposia on R&D Highlights, and field visits.
- Prepare and consolidate information from CMI researchers, research activities, and dissemination of technologies, and preparation of accomplishment reports related to R&D.
- Coordinate/ facilitate implementation of other programs, projects, and activities.
- Prepare research reports and monitoring reports.
- Establish and maintain linkages with CMI's and other agencies.
- Prepare minutes of the meeting.
- Travel to document/ facilitate activities.

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> <ul 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 <ul style="list-style-type: none"> i. International ii. National <p>2. For every training/ instructional manual/ Educational and Communication (IEC) materials</p> <ul 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> <ul style="list-style-type: none"> 1. International 2. National/ Regional 3. Local (institution-wide) 	<p>Copy of the following:</p> <ul style="list-style-type: none"> a. Plaque of Recognition or copy of citation b. Criteria for the selection c. Proof of competition <p>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.</p>





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<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. 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>



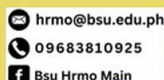


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ADDITIONAL DOCUMENTS TO BE SUBMITTED. ARRANGE YOUR DOCUMENTS IN ACCORDANCE WITH THE FOLLOWING CRITERIA:

<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





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

