



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**UNIVERSITY RESEARCH
ASSOCIATE 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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HUMAN RESOURCE MANAGEMENT OFFICE

UNIVERSITY RESEARCH ASSOCIATE II

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 38,764/MONTH**

PLANTILLA ITEM NO.: BSUB-UNIRA2-82-2025

Minimum Qualification Standards:



EDUCATION (Graduate of:)

Bachelor's Degree



EXPERIENCE:

1 year of relevant
experience



TRAINING:

4 hours of relevant training



ELIGIBILITY:

Career Service
(Professional)/ Second
Level Eligibility



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HUMAN RESOURCE MANAGEMENT OFFICE

DUTIES AND RESPONSIBILITIES

- 60%**
- Conduct research on intellectual property-related topics to support the office's programs and initiatives;
 - Organize and lead an IP Audit Team to evaluate the University's intellectual assets, focusing on ownership verification, legal protection status, and assessment of commercial and strategic value;
 - Identify promising technologies for commercialization and recommend appropriate pathways such as licensing, spin-off formation, or industry partnerships based on technology readiness and market demand;
 - Works with technology generators in the conduct of technology evaluation and market analyses to support decision making, negotiation strategies, and identification of commercializing opportunities;



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DUTIES AND RESPONSIBILITIES

- Facilitate linkages between entrepreneurs and the BSU-Agri-Aqua Technology Business Incubator/ Innovation Center (ATBI-IC) to provide mentorship, training, and business development assistance for the commercialization of university-owned technologies;
- Coordinate with the University's Business Affairs to establish and nurture partnerships with industries, investors, and other stakeholders for the commercialization, co-development, and promotion of research-based products.
- Conduct technology valuation and market analyses to support decision-making, negotiation strategies, and identification of commercialization opportunities;
- Manage the invention disclosure and commercialization pipeline, ensuring timely assessment, IP protection, and strategic planning from invention to market launch:



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DUTIES AND RESPONSIBILITIES

- Draft and negotiate licensing agreements with potential licensees, ensuring fair, transparent terms that protect the University's interest and promote societal and economic benefits;
- Establish and maintain a centralized IP database to ensure organized, secure, and accessible records;
- Provide data and insights to support technology valuation, market research, and licensing negotiations;
- Implement a monitoring system to track the status, utilization, and compliance of the university's intellectual property, which assists in licensing agreements and proactively addresses unauthorized use or infringement;
- Prepare and organize data requests to support accreditation requirements and assist in the preparation of requirements for Strategic Performance Management and SUC Levelling; and



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DUTIES AND RESPONSIBILITIES

- 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**