BENGUET STATE UNIVERSITY

We Are HIRING!

UNIVERSITY RESEARCH ASSOCIATE II

CORDILLERA CONSORTIUM FOR AGRICULTURE, AQUATIC AND RESOURCES RESEARCH AND DEVELOPMENT

PLANTILLA | SG 14 | PHP 38,764 MONTHLY
BSUB-UNIRA2-91-2025

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/ Journalism

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.

APPLICATION DEADLINE:
UNTIL OCTOBER 23, 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

ARTA RCS 2.0 GOLD AWARD
Times Higher Education Impact Rankings

BENGUET STATE UNIVERSITY

UNIVERSITY RESEARCH ASSOCIATE II

DUTIES AND RESPONSIBILITIES

60%

- Develop a research, development, and extension proposal for internal or external funding;
- Develop a proposal for the Regional Collaborative Program and other non-degree training proposals;
- Implement approved proposals, including data gathering, analysis, and report writing;
- Assist project/ program leaders in the packaging, submission, and implementation of internally or externally funded proposals;
- Write articles derived from technologies in both scientific and popular forms.
- 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 trainings related to the 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 prepare accomplishment reports related to R&D;
- Coordinate, facilitate, and monitor the implementation of other programs, projects, and activities;
- Prepare research, monitoring, and accomplishment reports;
- Establish and maintain linkages with CMI's and other agencies;
- Prepare minutes of the meeting;
- Travel, document, monitor, and facilitate the R&D activities across CMI's

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
C Challenge innovation in R& E	A. Published books (R&E) 1. For every published book: a. As author b. As a reviewer, editor, or translator c. As a compiler d. As a chapter contributor or author i. International ii. National 2. For every training/ instructional manual/ Educational and Communication (IEC) materials a. Training Manual b. Production Guide c. Package of Technology d. Brochure e. Pamphlets/ flyers	Copy of the material with ISBN and/ or copyright
A Awards	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) 1. International 2. National/ Regional 3. Local (institution-wide)	Copy of the following: a. Plaque of Recognition or copy of citation b. Criteria for the selection c. Proof of competition Note: For SG13 and Below Positions, Awards received from student competion will be accepted or Awards received of applicant from the student research competition will be accepted.

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:

R Research, Science, and Technology Inventions or Innovations	C. Scientific Publications 1. For every published research: a. ISI, scopus/ clarivate b. Referreed/ Accredited 2. Citations in articles published by other researchers in referred international or national journals a. 120 and above b. 60-120 c. Less than 60 3. Intellectual Property Rights a. Patents b. Utility Models c. Trademarks d. Copyright i. Research-based ii. Non-research-based	Copy of the journal with ISSN Google Scholar Citation Copy of Patent Certificate/ Utility Model Certificate/ Trademark Certificate (Certification of involvement from Head of Office for Agency-based trademarks) for research-based: Certificate of copyright and copy of research paper for non-research-based: Certificate of copyright
Resource Generation	D. Resource Generation [Proposed, Ongoing, completed projects] 1. 10 million above 2. 5 million - 10 million 3. Below 5 million	Copy of MOA/Submitted Proposal received by funding agency & Designation/ NEP/ Certification of involvement from the Project/ Program Leader

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:

E Extension services (Service to the community and to the industry)	E. Extension programs, projects, or activities (including training) organised and implemented as a result of completed research 1. For every extension service rendered: a. Training services i. As a resource speaker ii. As a facilitator/ coordinator b. Techno Demonstration/ Assistance Services c. Paper Presentation	Copy of: 1. Approved extension activity/ training proposal 2. Activity/ Project accomplishment report 3. Certificate of appreciation/ recognition 4. Copy of MOA/ Proof of Assistance Given
	2. Technology generated/ adopted/ commercialized/ policy brief/ advocacy	Copy of (any of the following): 1. Copy of technology brief/ policy formulated/ advocacy 2. Acknowledgement of output 3. Coordination letter/ copy of presentation
	3. Policy formulated	1. Copy of the approved policy/guideline 2. Certificate of involvement from the head of office/Minutes of Meeting

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:

S Service to the University	F. Designations related to Research and Extension (R&E Director, Section Head, Committee Chair/ Member, Program/ Project/ Study Leader 1. R&E Director or Administrative Designation 2. Program Leader 3. Project Leader 4. Study Leader/ Division Chief/ Section Head (Research)/ Committee/ Project Staff	Copy of designation/Office Order/Certification of involvement from head of office

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