



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING

**ADMINISTRATIVE
ASSISTANT II**

**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

AUGUST 15 to 22, 2025

Until 5 PM Only!

APPLY NOW!





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

ADMINISTRATIVE ASSISTANT II

STATUS: CASUAL

**MONTHLY RATE -
PHP 21, 448/MONTH**

**COMPENSATION, BENEFITS AND OTHER
OBLIGATIONS OFFICE**

Minimum Qualification Standards:



Education:

Completion of two years studies in college



Training: 4 hours of relevant experience



Experience: 1 year of Relevant Experience



Eligibility: Career Service (Subprofessional) First Level Eligibility

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ADMINISTRATIVE ASSISTANT II

DUTIES AND RESPONSIBILITIES

60%

Document and other Preparation:

1. Salary/Wage Payroll, Obr, BUR, DV, and pay slips of Contract of Service Teaching Personnel, Summary of all colleges under IGI Fund (15th and 30th)
2. Payroll, Obr, DV, and pay slips of the Overload pay of COS Teaching personnel, and consolidation
3. Computation of the Overload Pay for the College of Natural Sciences, the College of Agriculture, and other colleges assigned
4. Payroll, obligation, DVs, and payslips of Overtime compensation for Plantilla/Permanent employees
5. Benefits, incentives, reimbursements, and other claims of University scholars
6. Remittance report of BSUCMPC Loans, Savings, and Share Capital for Casual, Contractual, and COS personnel
7. Certification of payments of COS Teaching personnel - under IGI Fund (last payments of personnel to transfer to other agencies and/or for BIR purposes)

30%

Strategic Function: Document preparation, System/Database Updating, Maintenance & Monitoring, and Report Generation (for QMS, ISO, EODB, and other Strategic Initiatives)

1. Updating, Maintenance, Monitoring, and Preparation of the Quarterly/Semi-annual/annual accomplishment report matrix of Compensation, Benefits, and other Obligations
2. Updating, Maintenance, and Monitoring of the Index of CBOO Index of Payments/ Documents of Plantilla Employees, generation and printing of individual ledgers and/or electronic transmittal to concerned employees annually or as requested
3. Maintenance and Monitoring of payments, incentives, and other claims of employees on scholarship/grants
4. Assist in the preparation of CBOO Highlights and KPI Monitoring Reports
5. Maintenance and monitoring of the office functional structure and outside bulletin boards
6. Assist in the maintenance and monitoring of office systems, electronic files and CBOO social media accounts; Maintenance of computer hardware and software, and other equipment in the office
7. Assist in the Disposal of records and unserviceable properties and equipment in the office
8. Document/ Record Custodian: Filling and organizing of office files, documents and other records, and proper coding/tagging of files/shelves

10%

Support Function

1. Document preparation of required forms and documents: IPCR, PDF, SALN, Office Quarterly, Midyear and Annual Reports, and other regular reports
2. File Management, Receive/Release of CBOO documents, Issuance of pay slips, Issuance and processing of request forms
3. Attend CBOO Meetings, University Programs/ Activities, and perform other support functions in the office

Apply Now!



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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 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.