



**BENGUET STATE UNIVERSITY**  
HUMAN RESOURCE MANAGEMENT OFFICE

# We Are **HIRING!**

**ADMINISTRATIVE AIDE IV  
(CLERK II)**

**OFFICE OF THE DIRECTOR FOR SPECIAL  
PROJECTS AND PARTNERSHIPS -  
UNIVERSITY BUSINESS AFFAIRS (UBA)**

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 February 23, 2026**

**Until 5 PM Only!**





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## **ADMINISTRATIVE AIDE IV**

**STATUS: PLANTILLA**

**MONTHLY RATE:  
PHP 17,506/MONTH**

**PLANTILLA ITEM NO.: BSUB-ADA4-1-2006**

### **Minimum Qualification Standards:**



**EDUCATION (Graduate of:)**

Completion of two years in college (prior to 2018), or completion of grade 12 / Senior High School (starting 2016)



**EXPERIENCE:**

None required



**TRAINING:**

None required



**ELIGIBILITY:**

Career Service  
Subprofessional/ First  
Level Eligibility



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### DUTIES AND RESPONSIBILITIES

- 90%**
- Provides administrative support for the Director of Special Projects and Partnerships.
  - Assists in the preparation of office documents such as accomplishment reports, Memoranda of Agreement (MOA), contracts, and other required paperwork.
  - Facilitates the preparation of meeting-related materials including notices, agendas, and minutes to support office coordination and decision-making.
  - Prepares and consolidates weekly reports on property monitoring, surveys, and overall accomplishments for submission to the office head.
  - Assist in the regular monitoring of leasable properties to ensure compliance with lease agreements and prevent unauthorized use or occupancy.



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### DUTIES AND RESPONSIBILITIES

- Assist in the survey and measurement of leasable properties, ensuring accuracy in lot and stall dimensions for documentation and lease processing.

**10%**

- Executes other tasks and responsibilities as may be assigned by the head of office or immediate supervisor, in support of overall office operations.





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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](http://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.**