



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

ACCOUNTANT I ACCOUNTING OFFICE

**For the online applications, 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 January 26, 2026

Until 5 PM Only!





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

ACCOUNTANT I

STATUS: PERMANENT

**MONTHLY RATE:
PHP 32,245/ MONTH**

**PLANTILLA ITEM NO.:
BSUB-A1-2-1998**

Minimum Qualification Standards:



Education:

- Bachelor's degree in Commerce/ Business Administration major in Accounting



Experience:

- None required



Training:

- None required



Eligibility:

- RA 1080 (Certified Public Accountant)



BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

DUTIES AND RESPONSIBILITIES

- 60%**
 - **Pre-audit financial transactions, financial accountability monitoring on disallowances, receivables, payables, cash advances and liquidation reports with impartiality on gender preference.**
 - **Head/ Focal person for the financial report preparation and submission.**
- 30%**
 - **Journalize financial transactions such as payments, collections, deposits, and review balances subsidiary ledgers.**
 - **Prepare financial reports, and financial statements.**
- 10%**
 - **Perform other accounting related functions to be directed by the immediate supervisors, with high regard to gender equality and equity promoting gender development.**



BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

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**



BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

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.