



**BENGUET STATE UNIVERSITY**  
**HUMAN RESOURCE MANAGEMENT OFFICE**

# **We Are HIRING**

**SCIENCE RESEARCH  
ASSISTANT**

**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!**

**JULY 22 to JULY 25, 2025  
Until 5 PM Only!**





# BENGUET STATE UNIVERSITY

## HUMAN RESOURCE MANAGEMENT OFFICE

### SCIENCE RESEARCH ASSISTANT

**STATUS: CONTRACT OF  
SERVICE**

**DAILY RATE -  
PHP 1009.95/DAY**

**AGRI-BASED TECHNOLOGY BUSINESS  
INCUBATOR/ INNOVATION CENTER**

### Minimum Qualification Standards:



#### Education:

Graduate of 4-year degree course  
in Agriculture/ Agribusiness/  
Marketing/ Entrepreneurship/ and  
allied fields



**Experience:** None Required



#### Training:

None required



**Eligibility:** None required

### OTHER COMPETENCIES:

- Good written and oral communication skills
- Excellent command of English language
- Familiarity and knowledge in marketing research
- Competent in MS Word, Excel, PowerPoint, Photoshop/Indesign or related software
- Relevant experience in business, production/food processing/industry, and project implementation





# **BENGUET STATE UNIVERSITY**

## **HUMAN RESOURCE MANAGEMENT OFFICE**

### **SCIENCE RESEARCH ASSISTANT**

#### **DUTIES AND RESPONSIBILITIES**

**90%**

1. **Draft 1 study proposal for external funding**
2. **Lead in drafting/packaging 1 extension program of the ATBIIC**
3. **Facilitate the provision of technical assistance to 50 clients**
4. **Draft Training/Activity Designs, implement and prepare/package Activity Reports for at least 6 trainings/activities.**
5. **Develop 2 IEC materials (1 flier/brochure, 1 AVP) for ATBIIC**
6. **Help develop 1 promotional video for incubatees**
7. **Develop at least 5 IEC materials for at least 5 incubatees**
8. **Lead in engaging new/sustaining 2 technology adopters of BSU technology**
9. **Recruit 1 co-incubatee and prepare MOAs/Term Sheets**
10. **Prepare 5 Basic Incubation curricula and business plans for 5 new farming incubatees**
11. **Facilitate IP filing of 2 trademarks**
12. **Lead in facilitating MOA/MOU with at least 3 public/private sector partners**
13. **Lead in facilitating implementation of approved 6 trainings/activities**
14. **Facilitate the conduct of market studies for assigned incubatees**
15. **Organize, maintain, and update the confidential portfolio of assigned clients**

**10%**

16. **Required to travel outside of his/her work station by reason of the performance of his/her duties and.**
17. **Perform other duties and responsibilities as may be assigned by the Director.**



# **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](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 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.**