



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**ADMINISTRATIVE OFFICER IV
(ADMINISTRATIVE OFFICER II)
COMPENSATION, BENEFITS AND OTHER
OBLIGATIONS**

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!

**December 11, 2025 - December 26, 2025
Until 5 PM Only!**





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HUMAN RESOURCE MANAGEMENT OFFICE

ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 40,208/MONTH**

PLANTILLA ITEM NO.: BSUB-ADOF4-21-2023

Minimum Qualification Standards:



EDUCATION (Graduate of:)

Bachelor's degree relevant to
the job



TRAINING:

4 hours of relevant training



EXPERIENCE:

1 year of relevant experience



ELIGIBILITY:

Career Service (Professional)



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DUTIES AND RESPONSIBILITIES

60%

- General Plantilla salary payroll (CBOO Automated Payroll System)
- Remittance report of GSIS Premiums and Loans
- Plantilla benefits, incentives, and other compensations
- Certifications, letters, memoranda, issuances, advisories and other communications
- CBOO information kit and information guides
- CBOO reports

30%

- Updating, reconciliation, maintenance and monitoring of GSIS
- Electronic billing and collection system (aBs), GSIS electronic remittance file (ERF) Handler
- ISO-QMS member
- Maintenance and monitoring of the CBOO Automated payroll system
- consolidation of the office KPI Monitoring report
- monitoring of the plantilla payroll-related indices and ledgers
- and other university designations and committee membership



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DUTIES AND RESPONSIBILITIES

10%

- OIC in absence of the CBOO Chief
- To review , sign routine documents prepared in the office and supervision of CBOO personnel and represents the office / chief in meetings and programs as needed
- perform other related support functions in the office and university



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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 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.