



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**ADMINISTRATIVE AIDE VI
(CLERK III)**

**CORDILLERA ORGANIC
AGRICULTURE RESEARCH AND
DEVELOPMENT CENTER (COARDC)**

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 4, 2026

Until 5 PM Only!





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ADMINISTRATIVE AIDE VI

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 18,957/MONTH**

PLANTILLA ITEM NO.: BSUB-ADA6-39-2025

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)



TRAINING:

None required



EXPERIENCE:

None required



ELIGIBILITY:

Career Service
Subprofessional/ First
Level Eligibility



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DUTIES AND RESPONSIBILITIES

- 90%**
- Provide administrative assistance in the day-to-day operations of the Center and other external projects;
 - Prepare and process procurement documents of the Center and other projects under the Center;
 - Manage the archiving and dissemination of research outputs (journals, policy briefs, knowledge products);
 - Provide support in tracking communications and maintaining a central filing of documents;
 - Receive, record, and file incoming and outgoing documents;
 - Prepare and submit monthly, annual, and other reports needed by the R&E and the University;
 - Prepare, consolidated and package attachments of target accomplishments of DPCR of the Center;
 - Provide assistance in the preparation and processing of IEC and publications of the projects under the Center;



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DUTIES AND RESPONSIBILITIES

- Provide logistical and administrative support during the preparatory and actual conduct of the extension activity (seminars, trainings, workshops, etc.) and meetings of the Center;
- Assist in the preparation of meetings and other supplies needed for the meetings, seminars, and workshops;
- Assist in documenting the proceedings/minutes of meetings. AIHR, conferences, seminars, and workshops;
- Assist in coordinating with partners in government and private agencies/ institutions;



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DUTIES AND RESPONSIBILITIES

- 10%**
- Ensure timely and accurate submission of routine administrative and reportorial requirements, including but not limited to Daily Time Records (DTRs) and accomplishment reports.
 - Maintain proper documentation and records in compliance with institutional and regulatory standards.
 - Perform other related duties as assigned to support research and extension programs and other operations of the Center.
 - Attend University, sector, and centers programs, trainings, and other activities as necessary.



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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.