



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**ADMINISTRATIVE AIDE VI
(CLERK III)**

**CORDILLERA CENTER FOR ANALYSIS OF
AGRICULTURE, NATURAL RESOURCES AND
DEVELOPMENT CENTER (CORDICARE)**

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-ADA6-41-2025

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%**
- Perform routine clerical and administrative support tasks to assist the smooth operation of the Center.
 - Manage communications by receiving, routing, and recording incoming and outgoing correspondence and telephone calls.
 - Attend to client queries via email, text, chat, or walk-in, and refer to appropriate personnel when necessary.
 - Support logistical arrangements for meetings, training, and extension activities.
 - Assist in the documentation and coordination of Center activities.
 - Prepares PPMP, documents related to procurement, disbursement vouchers, obligation requests, status, travel orders, liquidation report, and other documents needed for the Center.
 - Prepare needed ISO, ARTA, and NAP documents.



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DUTIES AND RESPONSIBILITIES

- Maintain files, databases, and archives of relevant records.
- Assist in the preparation, packaging, and submission of the center's accomplishment reports.
- Facilitates during the conduct of training implemented by the center, serves as a secretariat.
- Keep financial records of the Center.

10%

- Attend University, sector, and centers programs, trainings, and other activities as necessary.
- Perform other related duties as assigned to support research and extension programs and other operations of the Center.



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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.