



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING

**ADMINISTRATIVE AIDE IV
(CLERK II)**

**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!

**JUNE 24 to JULY 7, 2025
Until 5 PM Only!**





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

**ADMINISTRATIVE AIDE IV
(CLERK II)
BSUB-ADA4-67-2004**

STATUS: PERMANENT

**MONTHLY RATE -
PHP 16,833/MONTH**

**COLLEGE OF TEACHER EDUCATION ELEMENTARY
LABORATORY SCHOOL**

Minimum Qualification Standards:



Education:

Completion of two years studies in
college



Training:

None required



Experience: None required



Eligibility: Civil Service
(Subprofessional) First Level
Eligibility

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ADMINISTRATIVE AIDE IV (CLERK II)

DUTIES AND RESPONSIBILITIES

CORE FUNCTIONS

60%

- Serves as a frontline service provider.
- Act as a Document Custodian.
- Handles procurement of supplies and equipment.

STRATEGIC FUNCTIONS

30%

- Assist in the enrollment process
- Prepares and lays out program papers, certificates and related materials during institutional activities such as ceremonies, programs, and graduations



Apply Now!



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ADMINISTRATIVE AIDE IV (CLERK II)

DUTIES AND RESPONSIBILITIES

SUPPORT AND OTHER FUNCTIONS

10%

- Participates in university/college-wide activities.
- Performs other related tasks as may be assigned by the immediate supervisor.

100% TOTAL



Apply Now!



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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 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.

