



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are **HIRING!**

**FOOD SERVICE
SUPERVISOR I**

BUGUIAS CAMPUS

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 23, 2026

Until 5 PM Only!





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FOOD SERVICE SUPERVISOR I

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 24,329/MONTH**

PLANTILLA ITEM NO.: BSUB-FOSS1-50-2025

Minimum Qualification Standards:



EDUCATION (Graduate of:)

Bachelor's degree



EXPERIENCE:

None required



TRAINING:

None required



ELIGIBILITY:

Career Service Sub-
Professional / First
Level Eligibility



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DUTIES AND RESPONSIBILITIES

- 90%**
- Prepares strategic and operational plans for the canteen.
 - Plans balanced, affordable menus aligned with student, employee, and client needs, ensuring compliance with nutrition and health standards.
 - Oversees daily service operations in the campus canteen and assigns tasks to staff, schedules shifts, and monitors attendance.
 - Conducts regular inspections of kitchen, storage, and dining areas, ensuring compliance with food safety standards, sanitation protocols, and university health regulations.
 - Handles transactions, collection, and deposits of payments, maintains a record of sales and expenses, and regularly submits collection reports, adhering to policies and procedures.
 - Prepares Project Procurement Management Plan (PPMP) and requisition of supplies, monitors and keeps inventory records, and coordinates with suppliers of the campus canteen.



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DUTIES AND RESPONSIBILITIES

- Addresses and resolves customer complaints and concerns promptly and professionally.
- Evaluates staff performance regularly and recommends training or disciplinary action.
- Participate in relevant trainings and workshops to stay updated on policies and guidelines on food services.
- Ensure timely and accurate submission of routine administrative and reportorial requirements, including but not limited to Daily Time Records (DTRs) and accomplishment reports.

- 10%**
- Perform other related duties as assigned to support the Income Generating Project of the campus.
 - Attend university programs 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.