



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING

**ADMINISTRATIVE
ASSISTANT II (CLERK IV)**

**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 19 to JUNE 30, 2025

Until 5 PM Only!





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HUMAN RESOURCE MANAGEMENT OFFICE

**ADMINISTRATIVE ASSISTANT II
(CLERK IV)
BSUB-ADAS2-2-2012**

STATUS: PERMANENT

**MONTHLY RATE -
PHP 21,448/MONTH**

HUMAN RESOURCE MANAGEMENT OFFICE

Minimum Qualification Standards:



Education:
Bachelor's Degree



Training:
4 hours of relevant training



Experience: 1 year of relevant
experience



Eligibility: Civil Service
(Subprofessional) First Level
Eligibility

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ADMINISTRATIVE ASSISTANT II (CLERK IV)

DUTIES AND RESPONSIBILITIES

1. LEADING PEOPLE

A. GOOD GOVERNANCE

- In charge of monitoring the turn-around time of vacant plantilla non-teaching positions
- Provides coaching/mentoring on the RSP process to all relevant parties such as new staff/Secretariat or new members of the HRMPSB/CJSEC

90%

B. TALENT MANAGEMENT

- Assists in the review and updating of the Recruitment and Workforce Plan as the need arises;



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DUTIES AND RESPONSIBILITIES

C. TALENT ACQUISITION

- **Facilitates recruitment/promotion of talents for vacant non-teaching and entry level faculty positions ;**
- **Facilitates recruitment/promotion of talents for vacant non-teaching and entry level faculty positions ;**
- 90% • **Prepares notice of vacancy as per approved request for authority to fill vacancy and submits to the Civil Service Commission for publication; Prepares and posts notice of vacancy for casual, contractual and contract of service personnel based on approved request;**
-



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DUTIES AND RESPONSIBILITIES

- **Serves as HRMPSB Secretariat:**
 - **Facilitates meetings of the HRMPSB/CJSEC/related Committees such as the Technical Evaluation Committee for R&E/Faculty positions as well as other AdHoc Committees;**
 - **Take the minutes of HRMPSB/CJSEC/Committee meetings;**
 - **Maintains the recruitment and evaluation schedule and informs the HRMPSB, applicants and other concerned individuals/Committees about it;**
 - **Coordinates with heads of requesting offices and the HRDO for the provision of the function-specific exam and aptitude test;**
 - **Conducts preliminary evaluation of application documents, prepares related forms and reports;**
 - **Notifies all applicants of the results;**
 - **Updates the turn-around (processing) time of posted positions;**



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DUTIES AND RESPONSIBILITIES

D. CAREER DEVELOPMENT

- Assists in the promotion process for both both faculty and staff

1.1 VALUING POSITIVE ORGANIZATIONAL BEHAVIOR

90%

- Facilitates/Assists in the mediation of RSP-related issues and concerns; Prepares intervention plan of action (SIPAR) as the need arises;



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DUTIES AND RESPONSIBILITIES

1.2 EMPOWERING WITH INFORMATION

- Assists other organizations/institutions/individuals that/who benchmarks on the RSP;
- Serves as subject matter expert for HR-related learning and development training/seminars;
- Develop knowledge products relevant to RSP

1.3 HRIS

- Participates in privacy impact assessment and review of the Recruitment, Selection, and Placement Module (RSP) of the Human Resource Information System (HRIS); Assists in the implementation and evaluation of other HRIS modules such as the Personnel Information Module (PIM).

90%



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DUTIES AND RESPONSIBILITIES

2. NURTURING WELLBEING/OTHERS

- **1 Attends health-related or wellness activities/drug testing/training and seminars;**
- **Attends University activities and programs;**
- **Performs other related duties as assigned by supervisors.**

10%



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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.