



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**ADMINISTRATIVE ASSISTANT III
(SECRETARY I)**

OFFICE OF THE PRESIDENT

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 January 9, 2026

Until 5 PM Only!





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ADMINISTRATIVE ASSISTANT III (SECRETARY I)

STATUS: PERMANENT

**MONTHLY RATE:
PHP 23,226/MONTH**

**PLANTILLA ITEM NO.:
BSUS-ADAS3-37-2023**

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:

4 hours of relevant training



EXPERIENCE:

1 year of relevant experience



ELIGIBILITY:

Career Service (Sub-professional)/ First Level Eligibility



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DUTIES AND RESPONSIBILITIES

- 90%**
- Screens and receives all communications and correspondence (both hard copy and electronic), attaches rider slips for endorsement to the EA IV/President for action, logs them into the database/Document Tracking System (DTS) for efficient tracking and archiving, and releases them to concerned offices for appropriate action;
 - Maintains and monitors the Document Tracking System and prepares related reports; ensures that all documents are properly closed in the DTS;
 - Serves as the document custodian and provides assistance in ISO-related activities;
 - Acts as the property custodian and ensures that all properties under the Office of the President are properly Inventoried and accounted for;
 - Helps in the digitalization of office records and files by scanning, indexing, organizing, and maintaining electronic copies to ensure efficient retrieval, data security, and records preservation;



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DUTIES AND RESPONSIBILITIES

- Prepares the Project Procurement Management Plan (PPMP) and Supplemental PPMP of the office and processes related procurement documents (PR, RFQ, Abstract, RIS, IRS, etc);
- Prepares and processes payment vouchers, reimbursements, liquidations, and other financial-related documents for offices under the Office of the President;
- Maintains an organized physical and electronic filing system to ensure easy retrieval, confidentiality, and safekeeping of records;
- Monitors office supplies and equipment and prepares requisitions to ensure uninterrupted office operations;
- Coordinates with internal and external stakeholders regarding administrative and operational matters of the office;



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DUTIES AND RESPONSIBILITIES

- 10%**
- **Attends meetings, trainings, seminars, workshops, and other official activities related to administrative functions, as required; and**
 - **Assists and accommodates all visitors to the office and receives telephone calls;**
 - **Perform other related functions as may be assigned by the Immediate supervisor.**



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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.