



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING

**PROJECT TECHNICAL
AIDE I**

**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!

**April 04 to 11, 2025
Until 5 PM Only!**





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

PROJECT TECHNICAL AIDE I

**STATUS:
CONTRACT OF SERVICE**

**MONTHLY RATE -
PHP 19,451/MONTH**

BSU ATBI RAISE PROJECT

Minimum Qualification Standards:



Education:

BS Development Communication
or Allied Courses



Experience: None Required



Training:

None Required



Eligibility: None Required



OTHER COMPETENCIES

- Has experience in Multimedia productions for quad media
- Has technical skills in multimedia management
- Able to conduct and facilitate community documentations, consultations, and research
- Proficient in using Adobe or Microsoft Office and Google Suite
- Basic knowledge of procurement policies, processes and procedures





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

PROJECT TECHNICAL AIDE I

DUTIES AND RESPONSIBILITIES

90%

- **Assist in the Preparation of IEC Materials, Promotional Videos, and related information dissemination materials**
- **Assist in the implementation of plans, programs, and activities related to the project**
- **Assist the study leaders in their tasks of achieving the expected outputs of the project**
- **Assists in the Preparation of reports, minutes of meetings, and other writing needs,**
- **Perform 5S and maintain the office**
- **Keep and update in digital and physical copies of all project-related documents**

10%

- **Performs other duties and responsibilities as may be assigned/required by the program/project**



Apply Now!



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING

**PROJECT TECHNICAL
AIDE VI**

**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!

**April 04 to 11, 2025
Until 5 PM Only!**





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

PROJECT TECHNICAL AIDE VI

**STATUS:
CONTRACT OF SERVICE**

**MONTHLY RATE -
PHP 26,663/MONTH**

BSU ATBI RAISE PROJECT

Minimum Qualification Standards:



Education:

BS Development Communication
or Allied Courses



Experience: None Required



Training:

None Required



Eligibility: None Required



OTHER COMPETENCIES

- Has experience in Multimedia productions for quad media
- Has technical skills in multimedia management
- Able to conduct and facilitate community documentations, consultations, and research
- Proficient in using Adobe or Microsoft Office and Google Suite
- Basic knowledge of procurement policies, processes and procedures





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

PROJECT TECHNICAL AIDE VI

DUTIES AND RESPONSIBILITIES

90%

- Prepare IEC Materials, Promotional Videos, and related information dissemination materials
- Assist in the implementation of plans, programs, and activities related to the project
- Assist the project leaders/ staff in their tasks of achieving the expected outputs of the project
- Assists in the conduct of research related to the projects identified in the program.
- Prepare reports, minutes of meetings, and other writing needs
- Prepare transcriptions of focus group discussions and key informant interviews
- Retrieve, manage, release, and control project incoming and ongoing documents within the prescribed period
- Perform 5S and maintain the office
- Keep and update in digital and physical copies of all project-related documents

10%

- Performs other duties and responsibilities as may be assigned/required by the program/project



Apply Now!



BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

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**



BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

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.