



**BENGUET STATE UNIVERSITY**

**HUMAN RESOURCE MANAGEMENT OFFICE**

**We Are  
HIRING!**

**CHIEF SCIENCE RESEARCH  
SPECIALIST**

**NORTHERN PHILIPPINES ROOT CROPS  
RESEARCH AND TRAINING CENTER**

**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 29, 2025**

**Until 5 PM Only!**





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## **CHIEF SCIENCE RESEARCH SPECIALIST**

**STATUS: PLANTILLA**

**MONTHLY RATE:  
PHP 98,185/MONTH**

**PLANTILLA ITEM NO.: BSUB-CSRS-18-2008**

### **Minimum Qualification Standards:**



#### **EDUCATION (Graduate of:)**

Master's Degree



#### **TRAINING:**

40 hours supervisory/  
management training/ 80  
hours technical training



#### **EXPERIENCE:**

4 years in position/s  
involving management  
and supervision



#### **ELIGIBILITY:**

None required



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### Competency-Based Selection Criteria for Research & Extension Positions (in the last 10 years)

Criteria [For the past 10 years]	Parameters	Evidence (What to pass?)
<b>C</b>  <b>Challenge innovation in R &amp; E</b>	<b>A. Published books (R&amp;E OUTPUT)</b>	Copy of the material with ISBN and/or copyright
	1. For every published book:	
	1.1 As author	
	1.2 As reviewer or editor or translator	
	1.3 As compiler	
	1.4 As chapter contributor or author	
	1.4.2 International	
	1.4.1 National	
	2. For every training /instructional manual/Education and Communication (IEC) materials	
	2.1 Training Manual	
	2.2 Production Guide	
	2.3 Package of Technology	
	2.4 Brochure	
	2.5 Pamphlets/flyers	
<b>A</b>  <b>Awards</b>	<b>B. Awards of distinction received in recognition of achievements in relevant areas of their field of specialization, profession, and or assignment (First Place, Second Place, Third Place best paper)</b>	Copy of the following: a. Plaque of Recognition or copy of citation b. Criteria for the selection c. Proof of competition
	1. International	
	2. National/ Regional .	
	3. Local (Institution-wide)	



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<b>R</b>  <b>Research, science, and technology inventions or innovations</b>	<b>C. Scientific Publications</b>	Copy of the journal with ISSN
	1. For every published research:	
	1.1 ISI, scopus/clarivate	
	1.2. Referred/Accredited	Google Scholar Citation
	2. Citations in articles published by other researchers in refereed international or national journal	
	2.1 120 and above	
	2.2 60 - 129	
	2.3 Less than 60	
	3. Intellectual Property rights (5)	Copy of Patent Certificate/Utility Model Certificate/Trademark Certificate
	3.1 Patents	
<b>Resource Generation</b>	3.2 Utility Models (UM)	
	3.3 Trademarks	
	3.4 Copyright	Copy of MOA & Designation
	<b>D. Resource Generation [Proposed, Ongoing, completed projects]</b>	
	1. 10 million and above	
	2. 5M - 10 M	
	3. Below 5M	





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<b>E</b>  <b>Extension services (Service to the community and to the industry)</b>	<b>E. Extension programs, projects or activities (including trainings) organized and implemented as a result of a completed research</b>	
	1. For every extension service rendered:	Copy of: 1. Approved extension activity/training proposal 2. Activity/ Project accomplishment report 3. Certificate of appreciation/recognition 4. Copy of MOA/Proof of assistance given
	1.1 Training services	
	1.1.1 As resource speaker	
	1.1.2 As facilitator/coordinator	
	1.2 Techno Demonstration/ Assistance services	1. Copy of technology brief/policy formulated/advocacy 2. Acknowledgement of output
	1.3 Paper Presentation	
<b>S</b>  <b>Service to the University</b>	<b>Designations related to Research and Extension (R&amp;E Director, Section Head, Committee Chair/ Member, Program/Project/Study Leader)</b>	Copy of designation and accomplishment report
	R&E Director	
	Program Leader	
	Project leader	
	Study Leader/Division Chief/Section Head (Research)/Committee/Project Staff	



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## HUMAN RESOURCE MANAGEMENT OFFICE

### DUTIES AND RESPONSIBILITIES

- 60%**
- Lead/ co-lead in the planning, crafting, implementation, management and monitoring of the center's comprehensive programs, policies, and plans relevant to R&E operations;
  - Spearhead in packaging research and extension program/ project proposals for internal and external funding;
  - Generate external funding for research and extension operation;
  - Lead in the implementation and management of approved research and extension program/ project/ studies/ activities of the Center;
  - Publish SCOPUS and/ or WOS journals and disseminate research outputs to reputable journals and communities;
  - Lead in the conduct of ethically guided research projects from data gathering to writing/ packaging and dissemination



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### DUTIES AND RESPONSIBILITIES

- Prepare policy briefs and other research outputs for policy formulation and/ or utilization of stakeholders;
- Lead, organize, and conduct technology generation, including intellectual property rights protection, commercialization, and demonstration;
- Present in-house Reviews, Regional Symposium, and conferences (national and international);
- Initiate and maintain collaboration with local, national, and international partners through various research and extension activities.
- Mentor budding faculty members, researchers, extensionists, and staff;



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### DUTIES AND RESPONSIBILITIES

- 30%**
  - Become a member or lead various university committees and Technical Working Groups that the supervisor may assign;
  - Review and evaluate extension proposals of the university;
  - Attend University programs, trainings and other activities as necessary.
- 10%**
  - Perform tasks that may be assigned by the VPRE and/or the Director of NPRCRTC.





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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](http://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.**