



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING

ADMINISTRATIVE AIDE IV

**FOR ONLINE APPLICATION PLEASE SCAN THE QR
CODE OR VISIT THE LINK BELOW FOR FUTURE
JOB OPPORTUNITIES**

<http://bsu.edu.ph/job-opportunities/>

Application Period:

Apply Now!

AUGUST 28– SEPTEMBER 5, 2025

Until 5 PM Only!





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

ADMINISTRATIVE AIDE IV

**STATUS: CONTRACT OF
SERVICE**

**DAILY RATE -
PHP 736.77/DAY**

**PLACE OF ASSIGNMENT:
UNIVERSITY OF BUSINESS AFFAIRS OFFICE**

Minimum Qualification Standards:



Education:

Completion of 2 years in College



Experience: None required



Training: None required



Eligibility:

Civil Service
First Level Eligibility/ Sub
Professional

Apply Now!



APPLICATION PERIOD:

**AUGUST 28- SEPTEMBER 5, 2025
Until 5 PM Only!**





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

ADMINISTRATIVE AIDE IV – DRAFTSMAN AND MONITORING

DUTIES AND RESPONSIBILITIES

90%

A. Survey and Measurement of Leasable Properties

- Assist in the survey and physical measurement of leasable properties.
- Monitor and verify occupancy and usage of leasable areas
- Verify lot and stall measurements using CAD files for accurate rental computation.
- Prepare weekly reports on the monitoring of leasable properties, survey results, and accomplishment updates.
- Maintain organized work files, survey data, and project documentation for reference and audit
- Assist in the preparation of notices and minutes of meetings, as required

B. Parking Assistance

- Help in issuing parking tickets when necessary, especially during holidays, weekends, or peak hours

C. Other Duties

- Perform other related functions that may be assigned by the director and the Vice President for Business Affairs

10 %

- Carry out other tasks and responsibilities as may be assigned by the immediate supervisor or higher authorities

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HUMAN RESOURCE MANAGEMENT OFFICE

ADMINISTRATIVE AIDE IV - PARKING AND MONITORING

DUTIES AND RESPONSIBILITIES

90%

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- Monitor and verify occupancy and usage of leasable areas
- Verify lot and stall measurements using CAD files for accurate rental computation.
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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**



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.