



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING

BOOKKEEPER

**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!





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HUMAN RESOURCE MANAGEMENT OFFICE

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**STATUS: CONTRACT OF
SERVICE**

**DAILY RATE -
PHP 974.90/DAY**

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

Minimum Qualification Standards:



Education:

Graduate of a Finance-related course
(Accountancy, Management
Accounting, Commerce, Business
Administration or Management)



Experience:

With related experience



Eligibility:

None Required



Training: With Related Trainings

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DUTIES AND RESPONSIBILITIES

90%

- A. Maintain Records of the Income Generating Projects (IGPs)**
 - Responsible for organizing
- B. Record Financial Transactions of the IGPs**
 - Systematically and accurately record all income and expenses of each IGP.
- C. Prepare Statements of Financial Performance**
 - Generate monthly, quarterly, and annual financial reports such as income statements, showing revenues, costs, and net income for each project.
- D. Coordinate Updates and Financial Information to IGP Teams**
 - Ensure that project heads and concerned staff are regularly informed about the financial standing of their respective IGPs.
- E. Coordinate Records with Concerned Offices**
 - Work closely with other offices such as Budget, Internal Audit, and Administrative units to ensure that financial records are consistent and properly reconciled.

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DUTIES AND RESPONSIBILITIES

90%

F. Prepare Notices and Minutes of Meetings Related to IGPs

- Draft and circulate meeting notices, agenda, and take accurate minutes of IGP meetings.

G. Coordinate with the Accounting Office for Cross-Checking of Accounts

- Regularly communicate with the accounting office to reconcile records, validate balances, and ensure all IGP transactions are accurately reflected in the general ledger.

H. Follow Up and Release Papers of the UBA IGP

- Track the progress of documents requiring approval, signature, or release.

I. Receive and Release Documents Related to IGPs

- Log, receive, and release incoming and outgoing financial and administrative documents.

10 %

J. Perform Other Related Tasks as Assigned by the Supervisor

- Provide support in other administrative or financial functions as directed

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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.