



**BENGUET STATE UNIVERSITY**  
**HUMAN RESOURCE MANAGEMENT OFFICE**

# **We Are HIRING!**

**ADMINISTRATIVE AIDE VI  
(CLERK III)  
UNIVERSITY PUBLIC AFFAIRS OFFICE**

**For the online applications, 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 21, 2026  
Until 5 PM Only!**





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## **HUMAN RESOURCE MANAGEMENT OFFICE**

### **ADMINISTRATIVE AIDE VI (CLERK III)**

**STATUS: PERMANENT**

**MONTHLY RATE:  
PHP 18,957/ MONTH**

**PLANTILLA ITEM NO.:  
BSUB-ADA6-54-2004**

### **Minimum Qualification Standards:**



#### **Education:**

- **Completion of two years in college (prior to 2016) or completion of Grade 12/ Senior High School (starting 2016)**



#### **Experience:**

- **None required**



#### **Training:**

- **None required**



#### **Eligibility:**

- **Career Service  
(Subprofessional)**



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### **DUTIES AND RESPONSIBILITIES**

- 35% Coordinate and facilitate the activities of University visitors.**
- 30% Document university events and disseminate to BSU social media accounts, Shamag, and website.**
- 20% Write articles for Shamag and disseminate documented events via social media accounts**
- 10% Perform clerical functions and serve as record custodian**
- 5% Perform other related tasks as assigned by UPAO Director or the University President**



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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 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.**