



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING

**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!

**JULY 14 to JULY 25, 2025
Until 5 PM Only!**





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

ADMINISTRATIVE ASSISTANT I (BUYER I)

BSUB-ADAS1-40-2023

STATUS: PERMANENT

**MONTHLY RATE -
PHP 20,110/MONTH**

**BOKOD CAMPUS
(PROCUREMENT MANAGEMENT OFFICE)**

Minimum Qualification Standards:



Education:

Completion of two years studies in college



Training:

None required



Experience: None required



Eligibility: Civil Service (Sub-Professional) First Level Eligibility

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BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

ADMINISTRATIVE ASSISTANT I (BUYER I)

DUTIES AND RESPONSIBILITIES

- | | |
|------------|---|
| 30% | 1. Preparation of Procurement documents and reports |
| 20% | 2. Manage the distribution of bidding documents/local canvass forms (RFQ) to interested bidders/suppliers |
| 15% | 3. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards to philgeps website and to other sites allowed by law |
| 15% | 4. Take custody of procurement documents and other records, and ensure that all procurements undertaken are properly documented and filed |
| 10% | 5. Monitor procurement activities and completion of purchase transactions for proper recording and reporting |
| 10% | 6. Perform other related functions |



Apply Now!



BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

ADMINISTRATIVE AIDE VI (CLERK III)
BSUB-ADA6-36-2004

STATUS: PERMANENT

MONTHLY RATE -
PHP 18,957/MONTH

RECORDS OFFICE AND ARCHIVES

Minimum Qualification Standards:



Education:

Completion of two years studies in college



Training:

None required



Experience: None required



Eligibility: Civil Service (Sub-Professional) First Level Eligibility

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BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

ADMINISTRATIVE AIDE VI (CLERK III)

DUTIES AND RESPONSIBILITIES

- 90%**
 - 1. Support the effective management of university records by organizing and maintaining both physical and digital documents.
 - 2. Leading digitization efforts for long-term preservation and integration into the Electronic Records Management System (ERMS)
 - 3. Overseeing the full lifecycle of records- including inventory, use, secure storage, disposal, and archival- in compliance with retention policies
 - 4. Ensuring their security, accuracy, and confidentiality through regular audits and access controls
- 10%**
 - 5. Perform other related tasks that may be assigned by the immediate supervisor



Apply Now!



BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

SCIENCE AIDE
BSUB-SCA-3-1998

STATUS: PERMANENT

MONTHLY RATE -
PHP 16,833/MONTH

HORTICULTURAL RESEARCH AND TRAINING
INSTITUTE

Minimum Qualification Standards:



Education:
Elementary School Graduate



Experience: None required



Training:
None required



Eligibility: None Required (MC11,
s. 96 - CAT III)

Apply Now!



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BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

SCIENCE AIDE

DUTIES AND RESPONSIBILITIES

- 90%**
1. Culture media preparation and sterilization
 2. Gathering, sterilization, and inoculation of explants
 3. Maintenance of tissue-cultured crops through proliferation and rooting
 4. Acclimatization, potting, and tagging of tissue-cultured crops
 5. Assist in projects through implementation, data gathering, and report writing as needed
 6. Maintain the cleanliness of the laboratory
 7. Supervise the laboratory aide assigned to the laboratory
- 10%**
8. Perform other functions related to the job



Apply Now!



BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

FARM WORKER II
BSUB-FAWK2-26-1998

STATUS: PERMANENT

MONTHLY RATE -
PHP 16,833/MONTH

HORTICULTURAL RESEARCH AND TRAINING
INSTITUTE

Minimum Qualification Standards:



Education:
Elementary School Graduate



Experience: None required



Training:
None required



Eligibility: None Required (MC11,
s. 96 - CAT III)

Apply Now!



APPLICATION PERIOD:

JULY 14 to JULY 25, 2025
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FARM WORKER II

DUTIES AND RESPONSIBILITIES

- 90%** 1. Does land preparation of area for research, plants, maintain crops through application of appropriate cultural management practices, assists in data gathering, maintains in good condition the farm equipment, tools, and materials used in research projects, and maintain cleanliness of the experimental farms
- 10%** 2. Perform other related tasks



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.