

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!





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

Apply Now!



APPLICATION PERIOD:





HUMAN RESOURCE MANAGEMENT OFFICE

ADMINISTRATIVE ASSISTANT I (BUYER I)

30% 1. Preparation of Procurement documents an	d reports
30% 1. Preparation of Procurement documents an	u i epoi ta
2. Manage the distribution of bidding docume canvass forms (RFQ) to interested bidders/	
15% 3. Advertise and/or post bidding opportunitie	s,
including Bidding Documents, and notices	of award:
to philgeps website and to other sites allow	ed by lav
15% 4. Take custody of procurement documents a	ınd other
records, and ensure that all procurements	
undertaken are properly documented and t	filed
10% 5. Monitor procurement activities and comple	etion of
purchase transactions for proper recording reporting	g and
10% 6. Perform other related functions	



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

Apply Now!



APPLICATION PERIOD:





HUMAN RESOURCE MANAGEMENT OFFICE

ADMINISTRATIVE AIDE VI (CLERK III)

- 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 recordsincluding 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



HUMAN RESOURCE MANAGEMENT OFFICE

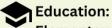
SCIENCE AIDE BSUB-SCA-3-1998

STATUS: PERMANENT

MONTHLY RATE - PHP 16,833/MONTH

HORTICULTURAL RESEARCH AND TRAINING INSTITUTE

Minimum Qualification Standards:



Elementary School Graduate



Experience: None required



Eligibility: None Required (MC11,

s. 96 - CAT III)



Training:

None required

Apply Now!



APPLICATION PERIOD:





HUMAN RESOURCE MANAGEMENT OFFICE

SCIENCE AIDE

- **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 tissuecultured 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



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



Eligibility: None Required (MC11,

s. 96 - CAT III)



Training:

None required

Apply Now!



APPLICATION PERIOD:





HUMAN RESOURCE MANAGEMENT OFFICE

FARM WORKER II

- 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



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



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

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.