



**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!**

**AUGUST 26 to SEPTEMBER 5, 2025  
Until 5 PM Only!**





# BENGUET STATE UNIVERSITY

## HUMAN RESOURCE MANAGEMENT OFFICE

**ADMINISTRATIVE AIDE VI  
(CLERK III)  
BSUB-ADA6-52-2004**

**STATUS: PERMANENT**

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

**BUDGET OFFICE**

### Minimum Qualification Standards:



**Education:**

Completion of two years studies in college



**Experience:** None required



**Training:**

None required



**Eligibility:** Career Service  
(Subprofessional) First Level  
Eligibility

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# **BENGUET STATE UNIVERSITY**

## **HUMAN RESOURCE MANAGEMENT OFFICE**

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

#### **DUTIES AND RESPONSIBILITIES**

##### **CORE FUNCTIONS**

**60%**

- Inputs transactions and updates data in the Registry of Budget Utilization and Disbursement (RBUD), which includes tracking personal services (PS), maintenance and other operating expenses (MOOE), and capital outlay. This is an important part of monitoring the balances of Line Item Expenses for Fund Cluster 05.
- Inputs revenue collections, which include collections received from revenue transactions, permit fees, school fees, seminar and training fees, and rents/lease income in the Registry of Revenue and Other Receipts for Internally General Funds - Fund cluster 05
- Checks paid and unpaid Obligations to reconcile financial transactions for Fund Cluster 05.
- Assists in the evaluation of supporting documents of financial transactions related to Internally Generated Fund- Fund Cluster 05.
- Monitors and maintains the ledger for requests to hire of COS/JOP
- Checks submitted Purchase Request vis-a-vis the approved Project Procurement Management Plan (PPMP)



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# **BENGUET STATE UNIVERSITY**

## **HUMAN RESOURCE MANAGEMENT OFFICE**

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

#### **DUTIES AND RESPONSIBILITIES**

##### **30% STRATEGIC FUNCTIONS**

- Keeps and maintains records of all incoming and outgoing documents.
- Files various documents for easy retrieval.
- Assists in the preparation of documents for the PBB requirements of the University, Program of Receipts and Expenditure, and Budget Proposal through tabbing, collating, photocopying, and binding.
- Submit reports and documents to and from different offices and agencies concerned.
- Assists in data entry for the Online Budget Proposal Submission and the Unified Reporting System of the Department of Budget and Management (DBM).

##### **10% SUPPORT FUNCTIONS**

- Receives and releases documents to and from different offices.
- Performs other related duties as requested



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# BENGUET STATE UNIVERSITY

## HUMAN RESOURCE MANAGEMENT OFFICE

**ADMINISTRATIVE AIDE VI  
(CLERK III)  
BSUB-ADA6-64-2004**

**STATUS: PERMANENT**

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

**INTERNAL AUDIT SERVICES (IAS)**

### Minimum Qualification Standards:



**Education:**

Completion of two years studies in college



**Experience:** None required



**Training:**

None required



**Eligibility:** Career Service  
(Subprofessional) First Level  
Eligibility

**APPLICATION PERIOD**

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# **BENGUET STATE UNIVERSITY**

## **HUMAN RESOURCE MANAGEMENT OFFICE**

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

#### **DUTIES AND RESPONSIBILITIES**

##### **CORE FUNCTIONS**

- 90%**
- 1. Receiving and releasing of documents**
  - 2. Prepares correspondence**
  - 3. Takes minutes of meetings**
  - 4. Prepares annual accomplishment reports, or as requested**
  - 5. Assists the internal auditors in the conduct of the audit**
  - 6. Maintains and files office records**
- 10%**
- 7. Does other related work**



**Apply Now!**



# **BENGUET STATE UNIVERSITY**

## **HUMAN RESOURCE MANAGEMENT OFFICE**

**ADMINISTRATIVE OFFICER IV**

**BSUB-ADOF4-11-2008**

**STATUS: PERMANENT**

**MONTHLY RATE -  
PHP 40,208/MONTH**

**OFFICE OF THE VICE PRESIDENT FOR  
ADMINISTRATION AND FINANCE (OVPAF)**

### **Minimum Qualification Standards:**



**Education:**

Bachelors Degree



**Training:**

4 Hours of relevant training



**Experience:** 1 Year of relevant  
experience



**Eligibility:** Career Service  
(Professional) Second Level  
Eligibility

**APPLICATION PERIOD**

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# BENGUET STATE UNIVERSITY

## HUMAN RESOURCE MANAGEMENT OFFICE

### ADMINISTRATIVE OFFICER IV

#### DUTIES AND RESPONSIBILITIES

##### CORE FUNCTIONS

- 15% 1. **Serve as the Overall Chief of Staff in the Office of the Vice President for Administration and Finance.**
- 15% 2. **Coordinate with University Units for Audit Compliance and draft responses to AOMs, follow through on necessary actions, and monitor compliance with audit recommendations.**
- 10% 3. **Prepare Agency Action Plan and Status of Implementation (AAPSI)**
- 10% 4. **Monitor COA Issuances on Suspensions, Disallowances, and Charges (SDCs)**
- 10% 5. **Act on Administrative Concerns Referred by the Office of the University President.**
- 10% 6. **Ensure proper documentation, tracking, and secure storage of correspondence, audit responses, reports, and related administrative documents.**
- 10% 7. **Assist in Policy Review and Internal Control Improvements.**
- 5% 8. **Represent the Office in Administrative Coordination Meetings or Committees.**
- 5% 9. **Facilitates capacity-building activities such as briefings and orientations on audit protocols, COA rules, and internal controls; develops reference materials for administrative units.**
- 10% 10. **Perform other tasks as may be assigned by higher authorities in line with the mandate of the office.**



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# **BENGUET STATE UNIVERSITY**

## **HUMAN RESOURCE MANAGEMENT OFFICE**

**GUIDANCE COUNSELOR I**

**BSUB-GUIDC1-16-2005**

**STATUS: PERMANENT**

**MONTHLY RATE -  
PHP 30,024/MONTH**

**OFFICE OF STUDENT SERVICES – GUIDANCE AND  
COUNSELING UNIT**

### **Minimum Qualification Standards:**



**Education:**

Master's degree in Guidance and  
Counseling



**Experience:** None Required



**Training:**

None Required



**Eligibility:** RA 1080 (Guidance  
Counselor)

**APPLICATION PERIOD**

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# **BENGUET STATE UNIVERSITY**

## **HUMAN RESOURCE MANAGEMENT OFFICE**

### **GUIDANCE COUNSELOR I**

#### **DUTIES AND RESPONSIBILITIES**

##### **CORE FUNCTIONS**

- 60%
- 1. Implement, review, and update a comprehensive guidance program for learners.**
  - 2. Conduct individual and group guidance and counseling to learners and/or case consultation meetings to relevant parties.**
  - 3. Organize and conduct trainings, Workshops, seminars, and the like for learners**
  - 4. Prepare documentation of all individual and group counseling services through updating of individual inventories**
  - 5. Conduct referral services for students who are in need of professional attention inside and outside the University**
  - 6. Conduct follow-up activities for students who are given guidance and counseling intervention**
  - 7. Conduct/Act as a resource speaker on topics within the mandate of guidance and counseling services to requesting student organizations and institutions**



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# **BENGUET STATE UNIVERSITY**

## **HUMAN RESOURCE MANAGEMENT OFFICE**

### **GUIDANCE COUNSELOR I**

#### **DUTIES AND RESPONSIBILITIES**

##### **STRATEGIC FUNCTIONS**

- 25% **8. Create IEC materials to enhance the skills of learners.**
- 9. Participate in research-related activities of the Office**
- 10. Prepare a needs-based report on student concerns and evaluate programs for improvement of services**

##### **SUPPORT FUNCTIONS**

- 15% **11. Other functions delegated by immediate supervisors**



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# BENGUET STATE UNIVERSITY

## HUMAN RESOURCE MANAGEMENT OFFICE

**GUIDANCE COUNSELOR III**

**BSUB-GUIDC3-2-2002**

**STATUS: PERMANENT**

**MONTHLY RATE -  
PHP 34,421/MONTH**

**BUGUIAS CAMPUS**

### Minimum Qualification Standards:



**Education:**

Master's degree in Guidance and  
Counseling



**Experience:** None Required



**Training:**

None Required



**Eligibility:** RA 1080 (Guidance  
Counselor)

**APPLICATION PERIOD**

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# **BENGUET STATE UNIVERSITY**

## **HUMAN RESOURCE MANAGEMENT OFFICE**

### **GUIDANCE COUNSELOR III**

#### **DUTIES AND RESPONSIBILITIES**

**90%**

- 1. Guidance and Counseling**
- 2. Vocational and Placement**
- 3. Testing**
- 4. Student Housing**
- 5. Public Relations**

**10%**

- 6. Does other related function**



**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](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.**