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Republic of the Philippines
BENGUET STATE UNIVERSITY
Request for Publication of Vacant Positions

RECEIVED
Date: 2024 07 12 Time: 2:00
Docket/Control No. 2024 0712 013
By: _____

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the BENGUET STATE UNIVERSITY in the CSC website:

Name, Signature & Position
ATTY. ALLYSON M. LOCANO
Director II

RAYMUNDO H. PAWID, JR.

Supervising/Administrative Officer, HRMO

Date: JULY 12, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (Property Custodian)	BSUB-ADAS2-30-2004	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level Eligibility		Supply and Property Management Office
2	Administrative Aide VI (Clerk III)	BSUB-ADA6-35-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level Eligibility		Office for Quality Assurance and Accreditation
3	Administrative Aide VI (Clerk III)	BSUB-ADA6-51-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level Eligibility		College of Teacher Education
4	Administrative Aide IV (Accounting Clerk I)	BSUB-ADA4-66-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level Eligibility		Buguias Campus

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than JULY 23, 2024.

1. Application letter addressed to the University President (specifying the position applied for and its item number and date of publication)
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Photocopy of employment certificate/service record;
7. Photocopy of training certificates after graduation, within the last five (5) years; and
8. Photocopy of commendation or award certificates, if any.

CSC Date of Publication:
JUL 12 2024

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

FELIPE SALAING COMILA

President

Benguet State University

La Trinidad, Benguet

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

***EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE:** All qualified applicants will receive equal consideration for employment and admissions without regard to color, religion, sex, gender identity or expression, ethnicity, age, physical conditions, and any other*

***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*

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DUTIES AND RESPONSIBILITIES

<p>ADMINISTRATIVE ASSISTANT II (PROPERTY CUSTODIAN) – Supply and Property Management Office</p>	<ul style="list-style-type: none"> • 70% Store newly acquired supplies, materials and equipment including confiscated, or other forest products. • Implement measures for the systematic recording, identification, and withdrawal of items in the storage room. • Review and act on requests (Requisition and Issue Slip (RIS)) for issuance of supplies, materials, and equipment including salvaged materials, submitted by various operating units. • Withdraw from storage and issue available supplies and materials as requested and duly approved. • Upkeep of storage facilities, regular monitoring of stocks, and conduct of physical inventory. • Maintain Stock Card for each item of supplies and materials by class of inventory, and update the same for every movement on occasion of new acquisition, issuance, found at station during physical inventory, or disposal.
<p>ADMINISTRATIVE AIDE VI (CLERK III) – Office for Quality Assurance and Accreditation</p>	<ul style="list-style-type: none"> • 20% Prepare and regularly submit the required Report of Supplies and Materials Issued (RSMI). • Prepare required accountability record (ICS) and inventory tag for related materials or equipment issued. • 10% Assists in the pre-delivery inspection and receipt of procured goods. • Perform other related functions which may from to time to time be assigned by supervisors.
<p>ADMINISTRATIVE AIDE VI (CLERK III) – College of Teacher Education</p>	<ul style="list-style-type: none"> • 30% Coordination of Quality Assurance activities • 30% Document Management and Record Keeping • 20% Administrative Support to Quality Assurance Teams • 10% Data Collection and Analysis • 10% Training and Compliance Monitoring
<p>ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I) – BUGUIAS CAMPUS</p>	<ul style="list-style-type: none"> • 90% Receives/distributes and organize college files/documents • Prepares IOB, PMP, T.O, vouchers, certifications, etc. • In-charge of procurement of supplies and equipment • Serves as document and property custodian • Assists in the conduct of college activities • 10% Performs other related functions as directed by the Dean
<p>ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I) – BUGUIAS CAMPUS</p>	<ul style="list-style-type: none"> • 20% Prepares disbursement vouchers • 15% Assists in the preparation of receivables and payables • 15% Assists in the preparation of financial statements and reports • 15% Monitors and assists in the preparation of billings and statement of accounts • 15% Receives and releases disbursement vouchers • 5% Assists in the numbering of disbursement vouchers • 5% Performs other related functions