



REPUBLIC OF THE PHILIPPINES



**BENGUET STATE UNIVERSITY**

LA TRINIDAD, BENGUET 2601

## Human Resource Management Office [BSU-HRMO]

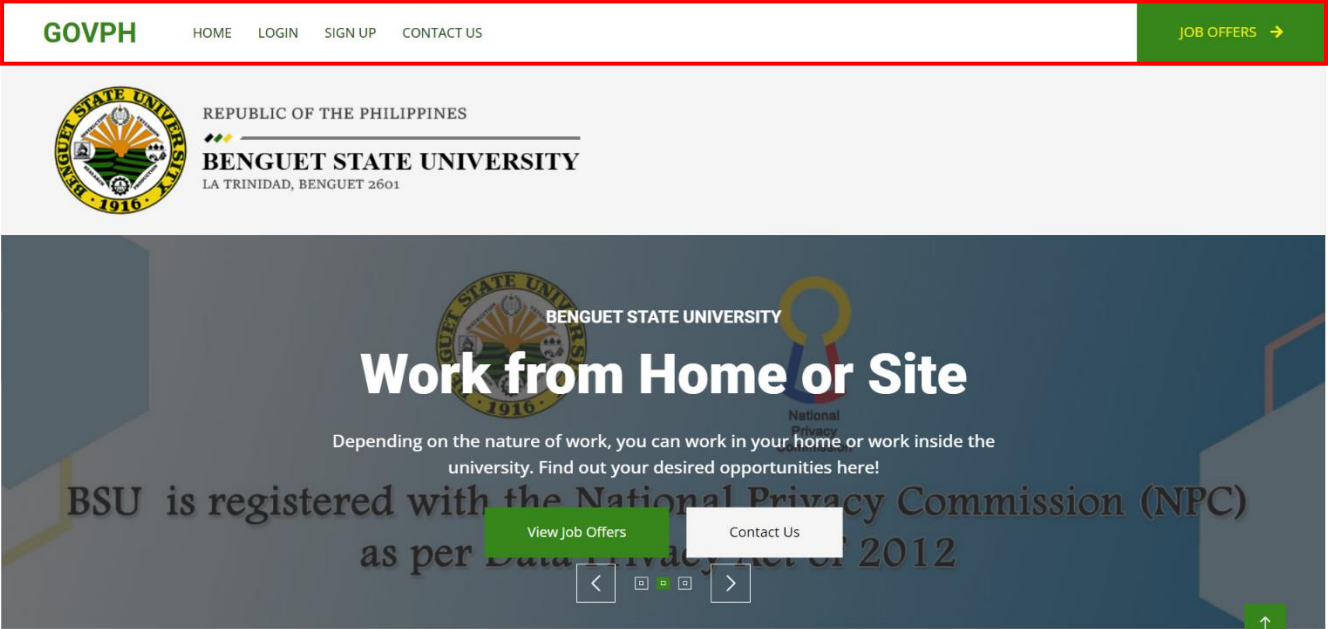
### **Applicant System Navigation Guide**



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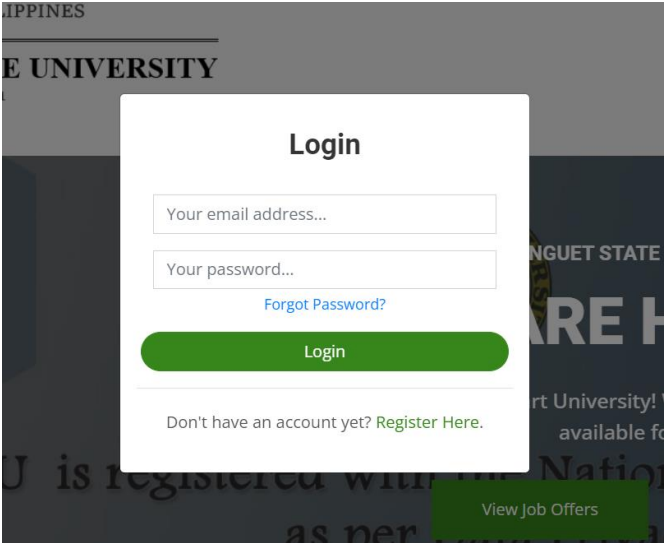
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## 1.0 Getting Started



**Welcome!** This is the site homepage where it displays relevant updates about the BSU-HRMO's activities.

This is your **navigation bar**, you can use it to **gain access, register or sign-up an account, contact the HR office** and the **job postings**.

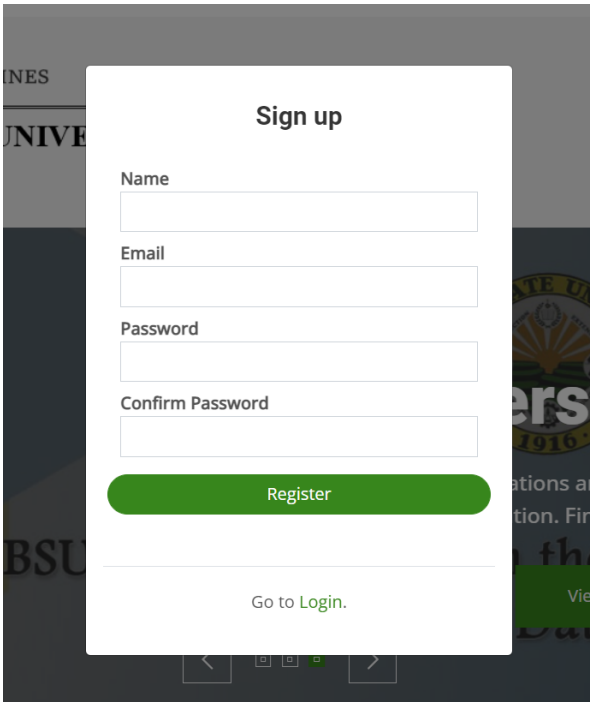


### 1.1 Logging-in

Access the **login** tab in the **navigation bar** of the **homepage**.

**Note:** If you have **not yet registered and verified your account**, go to the **"Sign Up"** tab first before proceeding.

## 1.2 Register an Account



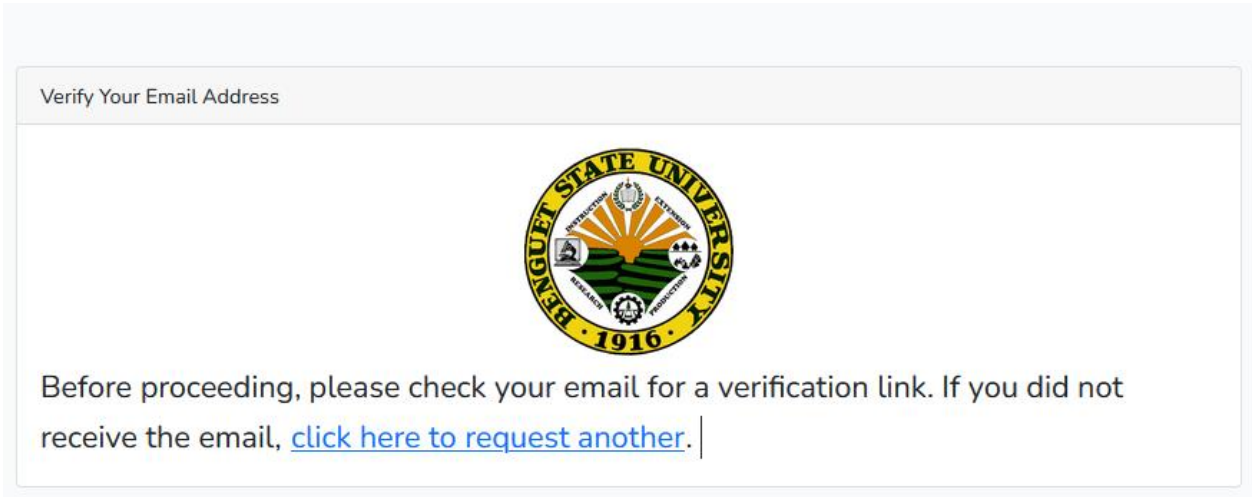
The screenshot shows a 'Sign up' form with the following fields: Name, Email, Password, and Confirm Password. Below the fields is a green 'Register' button and a link that says 'Go to Login.' The background of the page shows parts of the university's website, including the text 'UNIVERSITY', 'BSU', and '1916'.

To register an account, click on the “**Sign-up**” tab in the **navigation bar of the homepage**.

Then fill-up the form with **legitimate details** (for ease of access and contact).

After which, an **email verification (as shown below)** will be then be **sent to your email** address. When your account had been verified you will be **automatically logged-in** the system.

**Note:** If you **did not receive** any email, just click the “**Request Another**”.

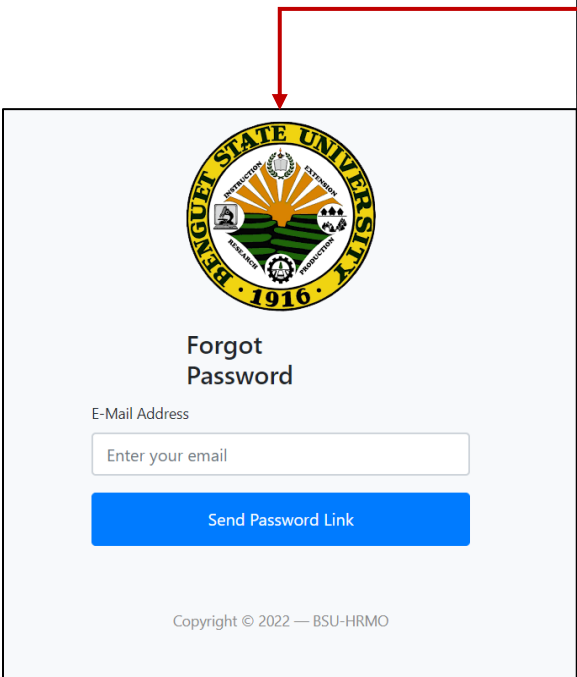


The screenshot shows a 'Verify Your Email Address' page. At the top, it says 'Verify Your Email Address'. In the center is the Benguet State University logo, which is a circular emblem with a sunburst in the middle, surrounded by the text 'BENGUET STATE UNIVERSITY' and '1916'. Below the logo, the text reads: 'Before proceeding, please check your email for a verification link. If you did not receive the email, [click here to request another](#).'

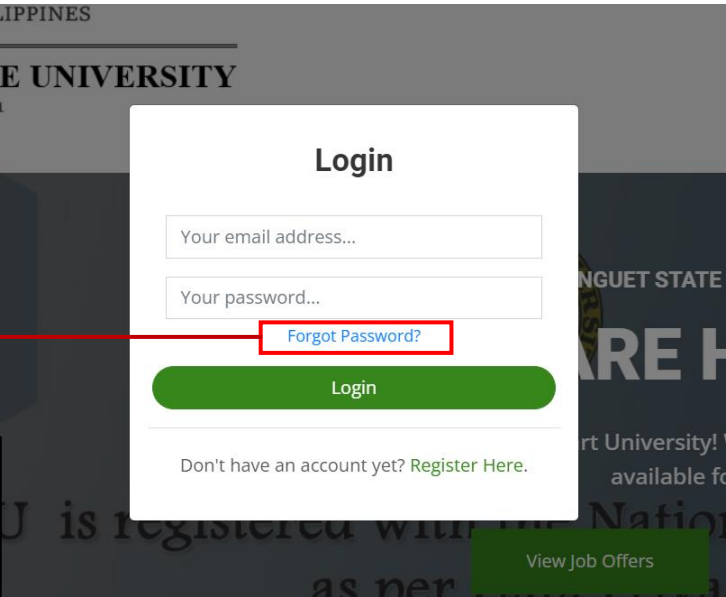
### 1.3 Did You Forget Your Password?

If you had forgotten your account’s password, just click on the “**Forgot Password?**” statement below the input fields in the **Login** form.

It will direct you to a **new page**, that will require you to input your **email**.

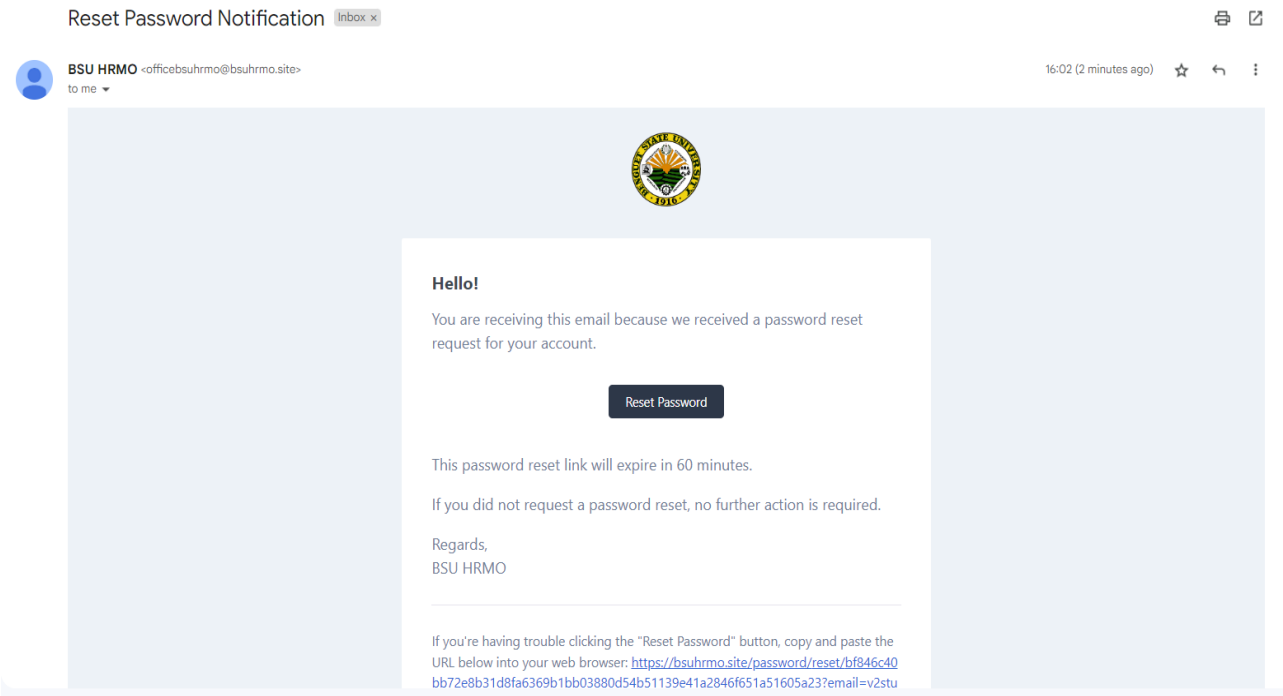


The image shows a 'Forgot Password' form. At the top is the Benquelet State University logo, which is a circular emblem with a sunburst and the text 'BENQUELET STATE UNIVERSITY' and '1916'. Below the logo, the text 'Forgot Password' is centered. Underneath is a label 'E-Mail Address' followed by a text input field with the placeholder 'Enter your email'. Below the input field is a blue button labeled 'Send Password Link'. At the bottom, it says 'Copyright © 2022 — BSU-HRMO'.



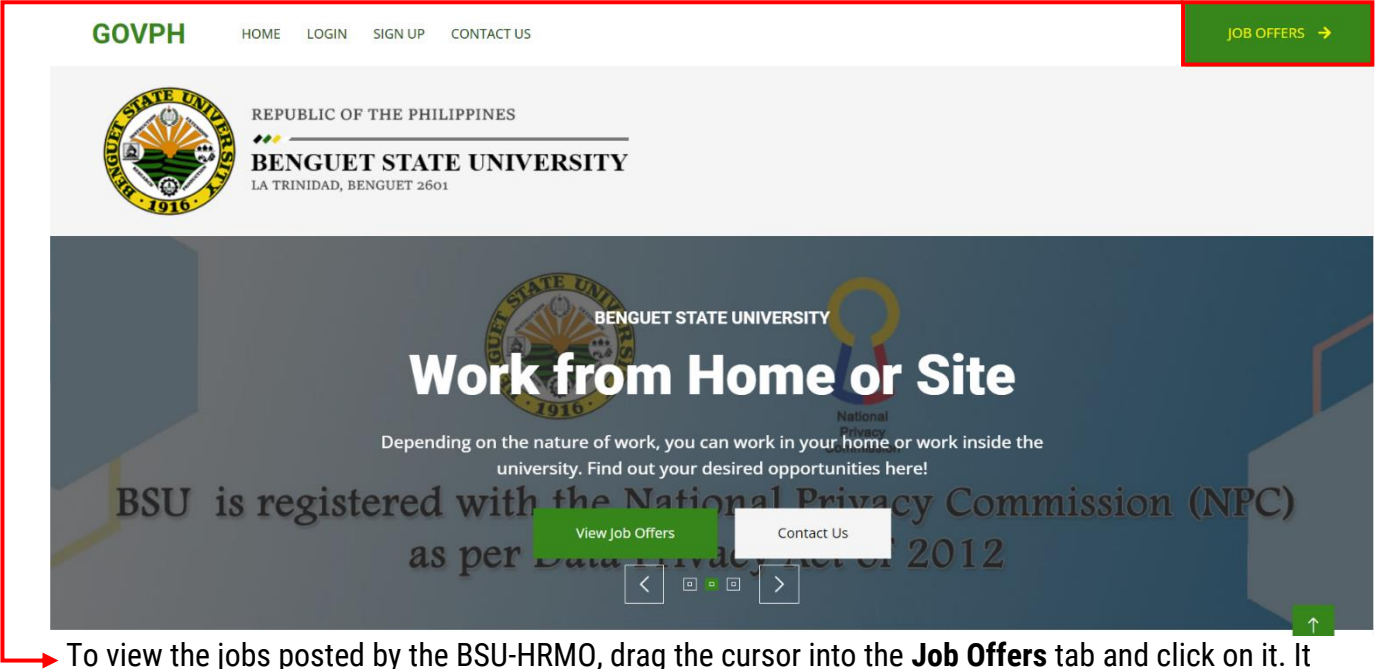
The image shows a 'Login' form. It has two input fields: 'Your email address...' and 'Your password...'. Below the password field is a red-bordered button labeled 'Forgot Password?'. Below that is a green button labeled 'Login'. At the bottom, it says 'Don't have an account yet? Register Here.' and a green button labeled 'View Job Offers'.

After typing down your **email**, **click** on the **Send Password Link** button, then check your **email inbox** for the **provided reset link** (Sample below).

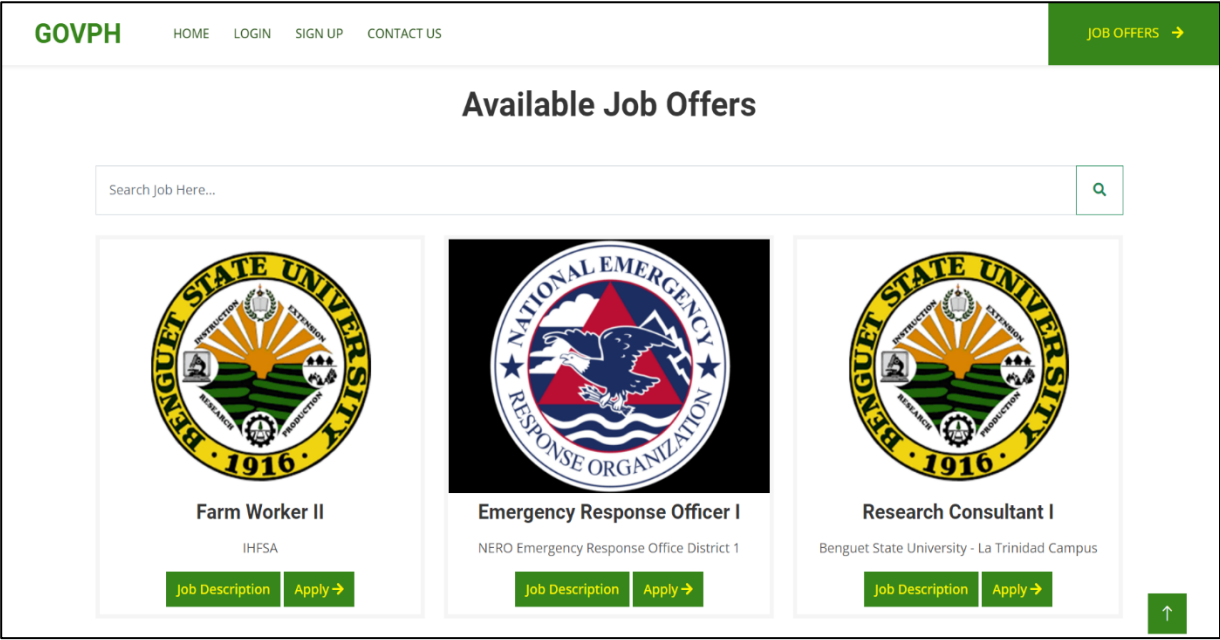


The image shows an email titled 'Reset Password Notification'. The sender is 'BSU HRMO <officebsuhrmo@bsuhrmo.site>' to 'me'. The email body has a light blue background with the Benquelet State University logo at the top. It says 'Hello!' followed by 'You are receiving this email because we received a password reset request for your account.' Below this is a dark blue button labeled 'Reset Password'. Then it says 'This password reset link will expire in 60 minutes.' and 'If you did not request a password reset, no further action is required.' It ends with 'Regards, BSU HRMO'. At the bottom, it says 'If you're having trouble clicking the "Reset Password" button, copy and paste the URL below into your web browser: https://bsuhrmo.site/password/reset/bf846c40bb72e8b31d8fa6369b1bb03880d54b51139e41a2846f651a51605a23?email=v2stu'.

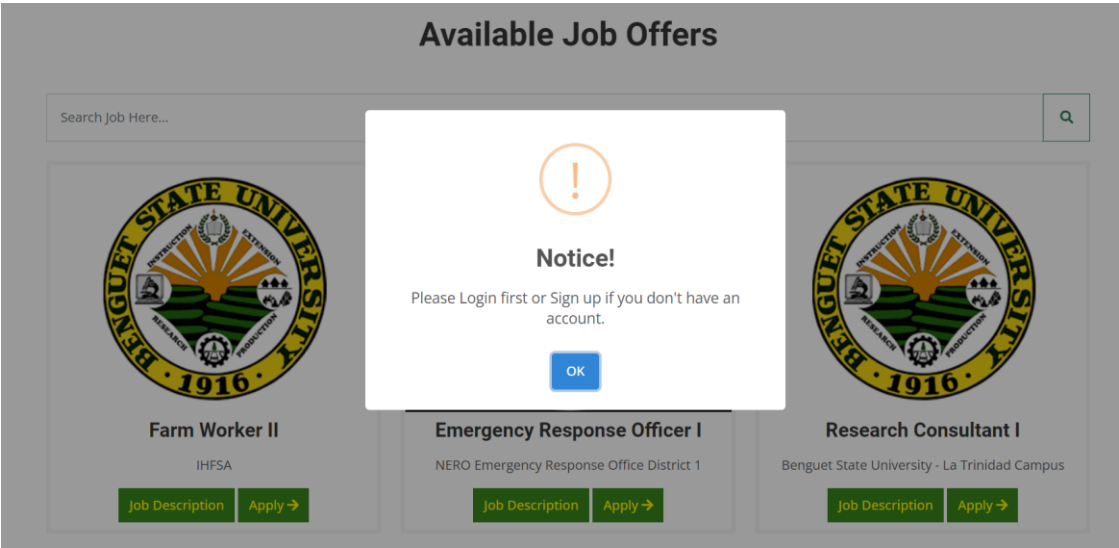
## 2.0 Applying for a Job



To view the jobs posted by the BSU-HRMO, drag the cursor into the **Job Offers** tab and click on it. It will display you the available job vacancies in the university as shown in the figure below.



However, if you try to **apply** a job opening **without an account**, you will receive a notice prompting (such as the figure below) you to **register or log-in**.



2.1 Filing the Application Form

If you have already a **verified account**, you can now apply for a job vacancy and fill-up the application form. In **inputting your personal information**, it is **important to follow the format specified for each field**.

- Section I (figure below), **requires your basic information** which is your **last name, first name, middle name, extension name, date of birth, sex, marital status, disability status and the country of origin**.

Online Application

[Home](#) [Job Offers](#) [Online Application](#)

Online Job Application

Applying for  
Emergency Response Officer I

Please enter the required information to complete job application and for us to perform tasks to help reach your opportunity.

I. Basic Information:

Enter full information and avoid using abbreviation.

Last Name:

First Name:

Middle Name: (Optional):

Ext. (Optional):

Birth Date:

Sex:  
-Select Sex-

Marital Status:  
-Select Status-

Disability:  
-Select Option-

Country of Origin:

- Section II (figure below), **requires your contact information** which is your **email address, mobile number and your present address**. However, if you have **more than one email and mobile number** you can insert a **right slash (/)** after the preceding one.

II. Contact Information:

Please provide a valid and active email address and mobile number you own personally. This will be used to provide a means of useful information to you

Email Address:

Mobile Number:

Present Address: (Lot/Building, Street, Municipality/City, Region/State, Postal Code, Country)

III. Education Information:

Put N/A on Course if educational attainment is *Elementary* or *Highschool*

Educational Attainment:  
-Select Choices-

Course:

School Graduated:

Year Last Attended:

Previously applied at BSU?  
-Select Choices-

Discovery of job opening?  
-Select Choices-

In this part, you will be **uploading your documents in a strictly PDF format** for the **purpose of uniformity and ease of information**.

- Section IV are the **required documents** which are your **application letter and the personal data sheet (PDS) which can acquired** by clicking the **“Click Here”** link and then which you can fill-up and upload it.
- Section V are **your supporting documents** which provides **proof of your eligibility and authenticity of the information** you had previously inputted. The documents required here are the **work experience, sheet, official transcript of records (OTR), employment certificate, license, performance evaluation rating, and commendation or awards certificates**.

### Applicant Documents

**PLEASE ARRANGE YOUR DOCUMENTS FOLLOWING THE LIST BELOW IN A SINGLE PDF FORMAT**

Interested and qualified applicants regardless of race, color, origin, religion, age, sex, sexual orientation, gender identity, civil status, political affiliation, disability (PWD), or ethnicity should signify their interest by submitting the following documents:

**IV. Required Documents:**

**Application Letter:**

Choose File

No file chosen

Remove file

**Personal Data Sheets:**[\[Click Here for the official PDS format.\]](#)

Choose File

No file chosen

Remove file

**V. Supporting Documents:**

**Work Experience Sheets:**

Choose File

No file chosen

Remove file

**Official Transcript of Records/Cert. of Grades:**

Choose File

No file chosen

Remove file

**Employment Certificates:**

Choose File

No file chosen

Remove file

**Eligibility / Professional License:**

Choose File

No file chosen

Remove file

**Performance Evaluation Rating last period:**

Choose File

No file chosen

Remove file

**Commendation or Awards Certificate:**

Choose File

No file chosen

Remove file

**Training Certificates After Graduation (Within last 5 years):**

Kindly include *Title of Training, Inclusive Dates, Number of Hours, Sponsor/Training Provider* associated with your certificates.

You can view the [Sample Document Format](#) as your guide basis.

Choose File

No file chosen

Remove file

**Note:** Your **training certificate(s)** should be **compiled into a single file** and should be **within 5 years** then upload it.

**Note:** Before submitting, **check all the information you had inputted, once submitted** it will be **no longer editable**.

If you are satisfied, you can click the **“Submit Application”** button.

**Training Certificates After Graduation (Within last 5 years):**

Kindly include *Title of Training, Inclusive Dates, Number of Hours, Sponsor/Training Provider* associated with your certificates.

You can view the [Sample Document Format](#) as your guide basis.

Choose File

No file chosen

Remove file

☐ I HEREBY CERTIFY that the information provided in this form is complete, true and correct to the best of my knowledge.

FURTHER, I HEREBY ACKNOWLEDGE that I have read and understood the Benguet State University Privacy Notice and agree there to as well. I give my consent to BSU to collect, use and process my personal information. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the [Data Privacy Act of 2012](#) and other applicable laws

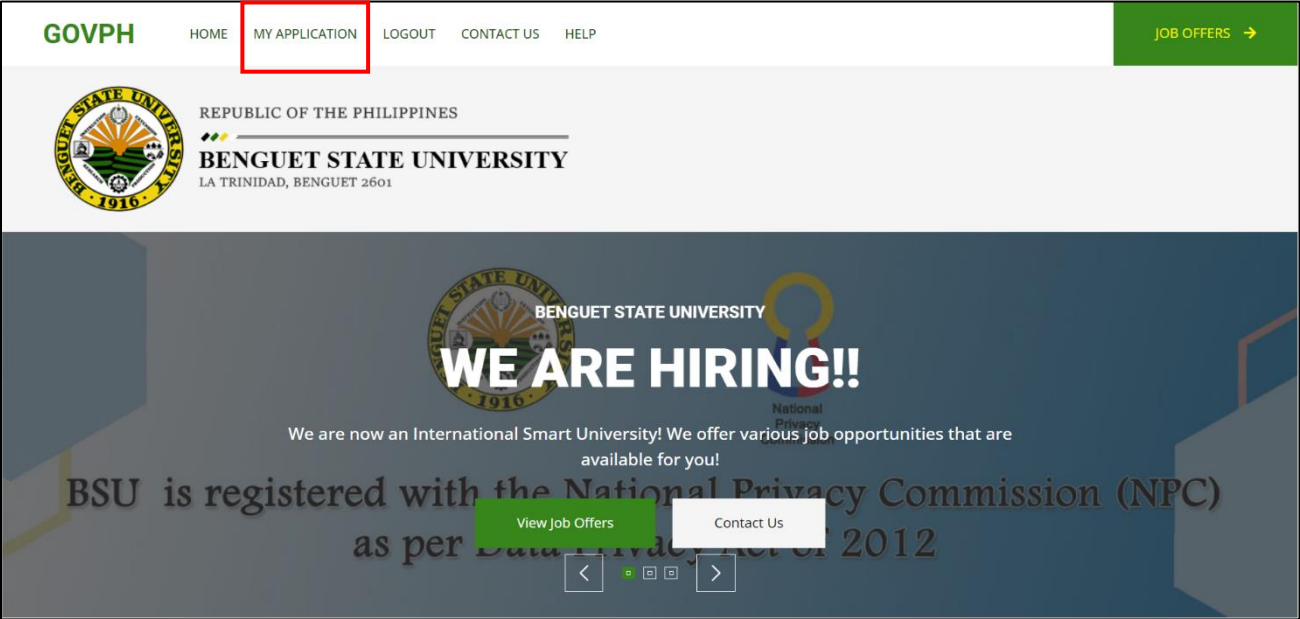
Submit Application

6 | Page



### 3.0 Checking Your Application Status

Go back to the **homepage** and through the **navigation bar** click on the **“My Application”** tab. **Note:** **Do not log out your account** when **checking your status**, as the **“My Application”** tab will not appear.



After clicking the **“My Application”** tab, it will show you the **status of your application** (Sample below).

**Note:** You will be also **contacted** through **your email**, to know if you had been **qualified** or **disqualified**.

