Batangas State University
Citizens’ Charter
Revised 2015
Office of the Assistant Director for Job Placement

Profile
It is the aim of the Job Placement Office to provide useful assistance to both alumni, graduating and undergraduate students of the University in their search for employment related to their field of education, and compatible to their skills and specialization. The office also responds to the needs and request of various industries in their search for top/quality graduates that can fill-in their manpower needs usually by asking list of graduates/topnotchers.

Location
Office of Student Affairs and Services Central Office, GPB Main Campus 1, Batangas State University, Rizal Avenue, Batangas City, 4200

Contact Details
(043) 980 0385; 980-0392 to 0394 loc. 105 / 1147

Frontline Service | Clients | Requirements | Schedule of Availability of Service | Fees | Forms | Process Cycle Time | Person Responsible/Office/Location
---|---|---|---|---|---|---|---
1. Requesting for appointment of various industries/agencies/Establishments for possible partnership with the University | Various Industries/Agencies/Establishments, both public and private | Request letter addressed to the University President | Mondays to Fridays 8:00 am-5:00 pm (via e-mail or letter, facebook, via post office) | None | None | 1-2 minutes | University President, Director of OSAS, Assistant Director of Job Placement Office/OSAS Office, GPB Main Campus 1
<table>
<thead>
<tr>
<th></th>
<th>2. Securing approval for list of graduates/alumni/topnotchers of the University</th>
<th>Various Industries/Agencies/Establishments, both public and private</th>
<th>Request letter addressed to the University President</th>
<th>Mondays to Fridays 8:00 am-5:00 pm (via e-mail or letter, facebook, via post office)</th>
<th>None</th>
<th>None</th>
<th>1-2 minutes</th>
<th>University President, Director of OSAS, Assistant Director of Job Placement Office/OSAS Office, GPB Main Campus 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3. Accepting walk-in inquiries from different industries/agencies/establishments for possible partnership with the University</td>
<td>Various Industries/Agencies/Establishments, both public and private</td>
<td>N.A.</td>
<td>Mondays to Fridays 8:00 am-5:00 pm</td>
<td>None</td>
<td>None</td>
<td>30 minutes</td>
<td>Director of OSAS, Assistant Director of Job Placement Office/OSAS Office, GPB Main Campus 1</td>
</tr>
<tr>
<td></td>
<td>4. Accepting inquiries of graduates/alumni about possible job vacancies</td>
<td>Students, Public</td>
<td>N.A.</td>
<td>Mondays to Fridays 8:00 am-5:00 pm (via e-mail, telephone call and facebook)</td>
<td>None</td>
<td>None</td>
<td>5 minutes</td>
<td>Assistant Director of Job Placement Office/OSAS Office, GPB Main Campus 1</td>
</tr>
</tbody>
</table>
Requesting of Appointment of Various Industries/Agencies/Establishments for Possible Partnership

Schedule of Availability of Service
January to December
Monday-Friday
7:00am-6:00pm

Who May Avail of the Service
Various Industries/Agencies/Establishments (both public and private)

What are the Requirements
Request letter addressed to: Dr. Tirso A. Ronquillo
University President, Batangas State University

Duration
1-2 minutes

How to Avail of the Services

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT ACTIVITY</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON-IN-CHARGE</th>
<th>FEES</th>
<th>FORMS</th>
<th>OUTPUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present request letter addressed to the University President to the Job Placement Office</td>
<td>Job Placement Office</td>
<td>1-2 minutes</td>
<td>Mr. Gerard B. Remo Asst. Director, Job Placement Office</td>
<td>None</td>
<td>None</td>
<td>Request letter received and to be forwarded to the Office of the President for approval</td>
</tr>
</tbody>
</table>

Note: Upon approval of the request, the list of graduates/alumni/board topnotchers will be forwarded to e-mail address of the requesting party.

END OF TRANSACTION
## Securing Approval for List of Graduates/Alumni/Topnotchers of the University

### Schedule of Availability of Service
January to December  
Monday-Friday  
7:00am-6:00pm

### Who May Avail of the Service
Various Industries/Agencies/Establishments (both public and private)

### What are the Requirements
Request letter addressed to: Dr. Tirso A. Ronquillo  
University President, Batangas State University

### Duration
1-2 minutes

### How to Avail of the Services

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<th>STEP</th>
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<th>PERSON-IN-CHARGE</th>
<th>FEES</th>
<th>FORMS</th>
<th>OUTPUT</th>
</tr>
</thead>
</table>
| 1    | Present request letter addressed to the University President to the Job Placement Office | Job Placement Office | 1-2 minutes | Mr. Gerard B. Remo  
   Asst. Director, Job Placement Office | None | None | Request letter received and to be forwarded to the Office of the President for approval |

Note: Upon approval of the request, the Job Placement Office will confirm with the requesting party of their appointment request.
Walk-in Inquiries for Appointment with Industries/Various Agencies/Establishments for Possible Partnership

Schedule of Availability of Service
Monday-Friday
7:00am-6:00pm

Who May Avail of the Service
Various Industries/Agencies/Establishments (both public and private)

What are the Requirements
On-the-spot verbal inquiry with the Job Placement Office

Duration
30 minutes

How to Avail of the Services

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<th>STEP</th>
<th>APPLICANT/CLIENT ACTIVITY</th>
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<th>DURATION OF ACTIVITY (under normal circumstances)</th>
<th>PERSON-IN-CHARGE</th>
<th>FEES</th>
<th>FORMS</th>
<th>OUTPUT</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Present request letter addressed to the University President to the Job Placement Office</td>
<td>Job Placement Office</td>
<td>30 minutes</td>
<td>Mr. Gerard B. Remo Asst. Director, Job Placement Office</td>
<td>None</td>
<td>None</td>
<td>Client enlightened regarding their inquiry</td>
</tr>
</tbody>
</table>

Note: Walk-in clients will be entertained on the spot at the Job Placement Office

END OF TRANSACTION
Accepting inquiries of graduates/alumni about possible job vacancies

Schedule of Availability of Service
Monday-Friday
7:00am-6:00pm

Who May Avail of the Service
Students/Alumni

What are the Requirements
None

Duration
5 minutes

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<th>APPLICANT/CLIENT ACTIVITY</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (under normal circumstances)</th>
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<th>FEES</th>
<th>FORMS</th>
<th>OUTPUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Students/Alumni will ask of industries in need of manpower related to his/her field of specialization</td>
<td>Job Placement Office</td>
<td>5 minutes</td>
<td>Mr. Gerard B. Remo Asst. Director, Job Placement Office</td>
<td>None</td>
<td>None</td>
<td>Students informed of the vacancies in various industries/agencies/establishments</td>
</tr>
</tbody>
</table>

Note: Students inquiring will be provided with the vacancies available and other pertinent information in applying for the job.

END OF TRANSACTION