The logo of Batangas State University is a circular emblem. It features a central shield with a sunburst and a quill pen. Below the shield is a banner with the text 'SERVICE VIRTUE' and '1903 EXCELLENCE'. The outer ring of the emblem contains the text 'BATANGAS STATE UNIVERSITY' at the top and 'PHILIPPINES' at the bottom, separated by green laurel branches.

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

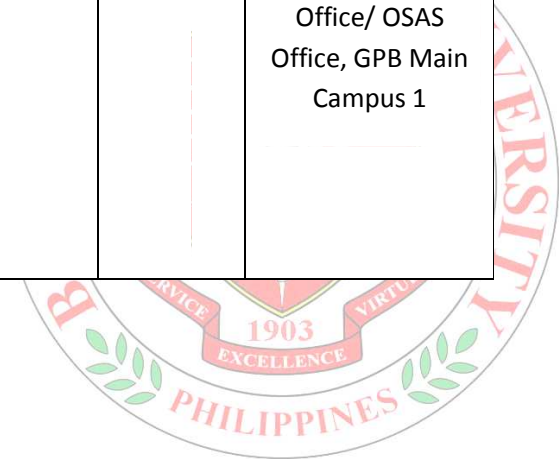
Office of Student Affairs and Services Central Office, GPB Main Campus 1, Batangas State University, Rizal Avenue, Batangas City, 4200

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

2. Securing approval for list of graduates/alumni/topnotchers of 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
3. Accepting walk-in inquiries from different industries/agencies/ establishments for possible partnership with the University	Various Industries/Agencies/ Establishments, both public and private	N.A.	Mondays to Fridays 8:00 am-5:00 pm	None	None	30 minutes	Director of OSAS, Assistant Director of Job Placement Office/ OSAS Office, GPB Main Campus 1
4. Accepting inquiries of graduates/alumni about possible job vacancies	Students, Public	N.A.	Mondays to Fridays 8:00 am-5:00 pm (via e-mail, telephone call and facebook)	None	None	5 minutes	Assistant Director of Job Placement Office/ OSAS Office, GPB Main Campus 1



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

STEP	APPLICANT/CLIENT ACTIVITY	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON-IN-CHARGE	FEES	FORMS	OUTPUT
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 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

STEP	APPLICANT/CLIENT ACTIVITY	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON-IN-CHARGE	FEES	FORMS	OUTPUT
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.							
END OF TRANSACTION							

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

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

How to Avail of the Services

STEP	APPLICANT/CLIENT ACTIVITY	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON-IN-CHARGE	FEES	FORMS	OUTPUT
1	Students/Alumni will ask of industries in need of manpower related to his/her field of specialization	Job Placement Office	5 minutes	Mr. Gerard B. Remo Asst. Director, Job Placement Office	None	None	Students informed of the vacancies in various industries/agencies/ establishments
Note: Students inquiring will be provided with the vacancies available and other pertinent information in applying for the job.							
END OF TRANSACTION							