



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

1. One (1) SECURITY OFFICER I

(Under Permanent Status; To be assigned at BatStateU – Central)

Education: Bachelor's Degree relevant to the job

Training: None Required

Experience: None Required

Eligibility: Career Service (Professional) Second Level Eligibility

Competency: Security Risk Management; Knowledge of Data Access and Protection Legislations; Leadership Skills; Problem Solving and Decision Making; Communication Skills; Interpersonal Skills; Professional Integrity.

Salary Grade 11 – (23877 + 2000 PERA /month)

Duties and Responsibilities:

- Assist in the preparation, implementation, monitoring and evaluation of the University's security plan;
- Monitors the implementation of the security services of the University in coordination with the Head of the GSO from constituent campuses;
- Provides timely and accurate report on the matters that affects security, safety and well-being of all personnel, visitors and the University premises; and
- Perform other tasks as may be assigned by the immediate supervisor.

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 October 07, 2021**.

1. Fully accomplished (Notarized/UnderOath) **Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. **Performance rating** in the last rating period (if applicable);
3. Photocopy of **certificate of eligibility/rating/license/employment/trainings attended**; and
4. Photocopy of **Transcript of Records**.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, OIC Assistant Director of HRMO**, together with your **updated resume, transcript of records, certificates of employment/trainings attended and other credentials** at **recruitment.central@g.batstate-u.edu.ph** with the Subject - **ATTN: Application as Security Officer I**. Submission of application is only from **September 27, 2021 to October 07, 2021**.

NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY. FOR STRICT COMPLIANCE.

The above positions are for immediate hiring. Terms and conditions of employment will be discussed during the interview. For additional information you may also call 980-0385 local 1104.