



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) Engineering Assistant – SG 8

(Under Job Order Status; To be assigned at General Services Office)

Education: With Degree in Engineering Preferably Civil, Mechanical, Electrical

Experience: At least one (1) year work experience related to the position

Expertise: Estimate of Materials in Carpentry; Documenting Preventive Maintenance Activities

Salary Grade 8 – (119.35/hour)

Duties and Responsibilities:

- Assign repair and maintenance works to personnel.
- Supervise personnel and progress of work.
- Prepare cost estimate, bill of materials and proposed plan or layout.
- Inspect buildings and facilities as part of preventive maintenance.
- Issue Job Order Form Inspection Order to personnel.
- Review and file preventive maintenance checklists and job order forms.
- Receive phone calls, requests and queries regarding repair and maintenance
- Assist immediate supervisor in preparing necessary documents of the office
- Perform other duties that may be assigned.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at batstateurecruitment@gmail.com. Submission of application is on **September 30, 2020 to October 10, 2020**. The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.