



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) Researcher/Writer – SG 16

(Under Job Order Status; To be assigned at Office of the University President)

Education: Master's Degree in Communication or Economics and/or Statistics

Experience: At least three (3) years relevant experience with published books/journals/research papers

Expertise: Excellent Communication skills both in written and in oral; Can do research and data analysis using available mathematical and scientific methods; Excellent problem - solving skills.

Salary Grade 16 – (239.36/hour)

Duties and Responsibilities:

- Provide technical assistance and support to the University President in the preparation of reports on Special Projects and Programs that require research, and data analyses.
- Conduct research on current and future trends in academic landscapes and in the operations of higher education institutions.
- Prepare speeches and messages of the University President to different engagements both internally and externally.
- Perform other related tasks that may be directed by superiors from time to time.

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 batstate Recruitment@gmail.com. Submission of application is on **September 29, 2020 to October 9, 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.