



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) Administrative Aide VI – Computer Technician - SG 6
(Under Job Order Status; To be assigned at Office of the Dean of Colleges –
BatStateU Lemery)**

Education: BS Computer Science or other related courses.

Experience: At least two-year with computer maintenance and management

Expertise: Computer Software/Hardware management.

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Configure and installs Windows Workstations and Open Source operating systems in response to the demands of complex network design.
- Installs and troubleshoots campus and remote-campus network cabling infrastructure, including a wide variety of local area network equipment and software.
- Analyzes bugs in system and application software, researches and tests possible solutions.
- Optimizes computer usage by researching and recommending enhancements to system capabilities and performance.
- Install, check and tests Internet connections.
- Maintains inventory of ICT Office Lemery Campus.
- Supervised OJT students' accomplishments and tasks.
- Encode new enrollees and old enrollees on Batangas State University Enrollment System.
- Re-asses students' accounts.
- Checks and maintain the data server and main server.
- Maintenance and repair printers and scanners.
- Recommends for the condemnation and repair of hardware and software.
- Develops and lay-outs of the computer systems physical infrastructure.
- Updates application of software of the laboratory.
- Ensuring the security of the computer equipment in the laboratory.
- Issues laboratory equipment to students.
- Assist and monitor students' use of the different computer application.
- Coordinates computer problems with ICT Main Personnel.
- Compiling and digitization of documents.
- Performs other related duties as required.

Disseminates information to the department regarding the schedule of evaluation of 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 **November 25, 2020 to December 4, 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.