



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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**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 I - Composting Facility Operator – SG 1  
(Under Job Order Status; To be assigned at the Environmental Management  
Unit, BatStateU – Pablo Borbon)**

**Education:** Elementary school graduate

**Experience:** Operator, Technician, Utility

**Expertise:** Composting Facility Operation. Meter Reading, Monitoring. Garden preparation and maintenance.

**Salary Grade 1 – (78.75/hour)**

**Duties and Responsibilities:**

- Inspect and receive incoming yard and biodegradable wastes through the janitorial services.
- Weigh and record waste received from janitors.
- Make reports of the amount of wastes received on a daily, monthly and quarterly basis.
- Process the compost and tree limbs
- Maximize recovery of recyclables from the wastes.
- Facilitate staging, mixing and turning of compost piles.
- Ensure that there will be no odor issues in the facility by properly covering compost and keeping the area free of pests.
- Separate ready-to-use soil compost from the pile.
- Prepare and maintain a garden in the facility where the soil compost will be utilized.
- Do other tasks entrusted by the immediate supervisor.

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Gina D. Bonifacio Head of HRMO**, together with your updated resume, transcript of records and other credentials at [recruitment.pb@g.batstate-u.edu.ph](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Aide I Composting Facility Operator**. Submission of application is only from **January 25, 2021 to February 03, 2021**.

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 1804.