



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. Two (2) Buyer 1 – SG 7

(Under Job Order Status; To be assigned at the Office of Procurement, Alangilan)

Education: Preferably Business Graduate

Experience: At least one (1) year experience

Expertise: Knowledge in Procurement Process, Computer Literate, Excellent communication skills both oral and written

Salary Grade 7 – (112.02/hour)

Duties and Responsibilities:

- Prepare the canvass papers to a minimum of three external providers per purchase request.
- Canvassing of goods and services.
- Conduct initial evaluation and assessment of the gathered canvass papers.
- Preparation of the Abstract of Canvass to determine the lowest dealer.
- Processing of the Purchase Order / Job Order indicating the name of the winning dealer and the terms and condition specified in the Purchase Request
- Follow up the items to be procured from the winning external provider
- Prepare ISO requirements
- Attend to the queries of the external provider, end –users and other stakeholder of the University
- And other duties that may be assigned from time to time

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo**, thru **Engr. Suzette M. Mercado Head of HRMO**, together with your updated resume, transcript of records and other credentials at hrmo.alangilan@g.batstate-u.edu.ph with the subject **ATTN: Application for Buyer I**. Submission of application is only from **January 25, 2021 to February 3, 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.