



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) Buyer I – SG 7**

**(Under Job Order Status; To be assigned at the Procurement Office, BatStateU - Lipa)**

**Education:** At least a Bachelor's degree in any program

**Experience:** At least 1 year of relevant experience

**Expertise:** Knowledgeable in basic and advanced computer operations and procurement process.

**Salary Grade 7 – (112.22/hour)**

**Duties and Responsibilities:**

- Prepare the Purchase Request (PR) based on the approved Annual Procurement Plan (APP) of all Colleges and Offices
- Canvassing of goods and services.
- Evaluation and signing of canvass papers / request for quotation
- Distribution of Purchase Order (PO) / Job Order (JO) for the conformity of the external providers
- Follow up the items to be procured from the winning external providers
- Evaluation and assessment of the gathered canvass papers
- Preparation of the Abstract of Canvass to determine the lowest dealer
- Processing the Purchase Order (PO) /Job Order (JO) indicating the name of the winning external providers
- Posting of the Request for Quotation to PhilGEPS.
- Responsible for sending of Notice of Award and Purchase Order and coordinating with the winning external providers
- Log and bring the Purchase Request to the End-User / Requisitioner for signature
- Log and secure the Recommendation and Approval of the Abstract of Canvass by the BAC Members and VPAF, respectively
- Follow-up the approval of both the Abstract of Canvass and the Purchase Order
- Log and bring the copy of the approved Purchased Orders to the Commission on Audit
- Follow up the items to be procured from winning external providers
- Attend the queries of the external providers, end-users and other stakeholder of the University
- Other duties that may be assigned from time to time.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva**, thru **Ms. Ester M. Iglopas, Head of HRMO**, together with your updated resume, transcript of records and other credentials at [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **ATTN: Application for Buyer I**. Submission of application is only from **January 21, 2021 to January 30, 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 1104.