



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) Buyer I – SG 7

(Under Job Order Status; To be assigned at the Procurement Office, BatStateU – Pablo Borbon)

Education: Preferably Business Graduate

Experience: At least 2 years' experience

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

Salary Grade 7 – (112.21/hour)

Duties and Responsibilities:

- 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 (PO) / Job Order (JO) indicating the name of the winning dealer and the terms and condition specified in the Purchase Request
- Posting of the signed Notice of Award and Purchase Order to PhilGEPS
- Follow up the items to be procured from the winning external provider
- Attend to the queries of the external provider, end – users and other stakeholder of the University
- And other duties that may be assigned form time to time.

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 with the subject **ATTN: Application for Buyer**. 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.