



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) Computer Operator – SG 9

(Under Job Order Status; To be assigned at the Library Services, PB Main I)

Education: Preferably IT related course

Experience: Preferably with at least 2 years relevant experience in computer maintenance, recovery of technical problems and hardware management

Expertise: Understanding of computer networks (LAN,WAN, and computer networking); IT Skills; Equipment Maintenance; System Analysis; Troubleshooting; Knowledge of the principles, practices, and techniques of computer operations.

Salary Grade 9 – (128.07/hour)

Duties and Responsibilities:

- In-charge of the Digitization Project and the Library System
- Scan / digitize library resources such as books and theses / dissertations
- Prepare digital content for posting (FB Page and Website)
- Uploading of digital contents /scanned materials on the library system
- Coordinates with the ICT Office regarding the Library System (Online Circulation), Library Attendance System, eLibrary System and Inventory System
- In-charge of the eLibrary and its equipment/facilities
- Troubleshoot, repair, and reformat all the computers in the library and eLibrary
- Troubleshoot and repair internet connection in the library and eLibrary
- Troubleshoot and repair other ICT – related devices
- Download articles in Online Journals Subscription (IEEE) and other Online databases
- Prepare the report on the use of eLibrary
- Maintain the records /logbook of E-Lib researchers
- Perform other duties as assigned by the supervisor

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 batstateurecruitment@gmail.com with the subject **ATTN: Application for Computer Operator**. Submission of application is only from **January 12, 2021 to January 21, 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.