



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) Laboratory Technician – SG 6
(Under Job Order Status; To be assigned at the College of Industrial
Technology, Alangilan)**

Education: Technical or Vocational Course in Mechanical/Electrical
Technology

Experience: At least one (1) year experience

Expertise: Computer Software and Hardware Troubleshooting; Electrical/Mechanical
Machine Troubleshooting

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Responsible for:
 - Opening and closing of Automotive, Welding and mechanical shop.
 - Turning on and off switches and breakers.
- Repairs and troubleshoots machines and equipment
- Support the faculty members and employees in their technical problems.
- Issuing and receiving of tools.
- Maintaining cleanliness and orderliness of the workshop.
- Assists the students and faculty members while on shop activities
- Repairing of damaged tools.
- Perform preventive and corrective maintenance.
- Printing and photocopying of documents as assigned by the supervisor.
- Support the faculty members and employees in their technical problems.
- Submit necessary report to immediate supervisor.
- Performs other task assigned by the Dean and other authorities.

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.alagilan@g.batstate-u.edu.ph with the subject ATTN: **Application for Laboratory
Technician**. 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.

2. One (1) Administrative Aide 6 – SG 6

(Under Job Order Status; To be assigned at the College of Industrial Technology, Alangilan)

Education: Bachelor Degree of any Computer Course

Experience: No required experience

Expertise: Knowledge in Clerical/Office works; Proficient in Microsoft office and gsuite platform; Good communication skills both written and oral

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Assists students, parents, faculty members and other personalities who visit the office regarding their queries and concerns.
- Performs other academic task assigned by the dean and other authorities.
- Prepares draft of communication letters and prepares the final copy for distribution and posts announcements for students and faculty members.
- Receives, photocopies, files and disseminates information contained in memoranda, notices and other forms of communication from the President's office, Office of the VPAA, Dean's office and other administrative/academic centers to the members of the CIT faculty and other concerned individuals.
- Prepares reports and documentations being requested by other offices of the university.
- Accomplishes minutes of the meeting after every assembly of the department.
- Prepares various certifications requested from the office by the students and parents/guardian
- Processes and sign student clearance, request for adding/changing/dropping of subjects, request for on-line grades correction and grades completion of students.
- Assists the faculty and students during enrolment periods.
- Prepares the Annual Budget and Annual Procurement Plan of the College of Industrial Technology
- Computes the performance evaluation of the faculty.
- Prepares the Requisition and Issuance Slip and handles the requisition process at the Supplies Office
- Updates and submits DTR and schedule of faculty members.
- Help and assists students in thesis defense.
- Accomplishes well-prepared documents for the Accreditation of the Department.
- Answers and entertains phone calls and faxed documents or information.
- Follows up the maintenance and janitorial services personnel to maintain the orderliness of the responsibility area.

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.alagilan@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide VI**. 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.