



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) Planning Officer I – SG 11**  
**(Under Job Order Status; To be assigned at the Planning and Development Office, BatStateU - Central)**

**Education:** Bachelor's degree holder

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

**Expertise:** Proficient in publication software. MS Office and technical writing

**Salary Grade 11 – (152.15/hour)**

**Duties and Responsibilities:**

- Facilitate the distribution of the Quarterly Office Performance Monitoring Form
- Evaluate and examine performance monitoring form to obtain insights on how processes may be improved to produce excellent output.
- Prepare and submit technical report regarding the evaluation of the quarterly accomplishment report of different offices.
- Consolidate data needed for the substantial content of the Annual Report from various offices.
- Collate the collected data.
- Conceptualize, develop and produce a systematic layout design of the Annual Report.
- Sustain progressive revisions of the Annual Report;
- Prepare the actual output through draft printing subject for approval.
- Prepare necessary documents and actions to carry out printing and publishing of finalized and approved report.
- Distribute the University's published Annual Report to various offices.
- Check the accuracy of the data for Form A, B, C and E5 submitted to CHED.
- Check the accuracy of the data for SUC Normative Funding Forms submitted to CHED.
- Collect, check and verify data which are for inclusion in the databank.
- Manage the electronic data bank and information system
- Produce information requested from the electronic data bank and information system.
- Conduct policy researches to ascertain effectiveness of existing policies or to recommend new policies.
- Conduct surveys and other data – gathering procedures to ascertain the effectiveness of existing policies
- Develop recommendations based on research conducted.
- Provide technical support during annual review and evaluation of development plans
- Prepare powerpoint presentation and other needed documents.
- Prepare technical reports and minutes of the meetings in relation to annual review and evaluation of development plans.
- Consolidate, finalize and submit PBB initial targets to the President.
- Consolidate finalize and submit Annual Accomplishment for PBB for submission upon approval to the PBB Taskforce.
- Conduct initial assessment of Office Performance and Commitment and Review (OPCR) Form from different offices as to the accuracy and validity of targets and accomplishments

- Prepare and revise the APP / PPMP and Budget Proposal of the office.
- Prepare communication letters and manage particular incoming/outgoing documents for paper dissemination and documentation.

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 **recruitment.main@g.batstate-u.edu.ph** with the subject **ATTN: Application for Planning Officer I**. Submission of application is only from **January 26, 2021 to February 04, 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.