



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) Psychometrician – SG 11

(Under Job Order Status; To be assigned at the Office of Testing and Admission, Alangilan)

Education: Bachelor's Degree in Psychology

Experience: Registered Psychometrician; at least 6 months practice in the profession is an advantage

Expertise: Test Administration and Interpretation, MS Office Applications

Salary Grade 11 – (152.15/hour)

Duties and Responsibilities:

- Administers, checks and interprets psychological test of Teaching, Non- Teaching, Casual, Temporary and Applicants.
- Administers, checks and interprets the Entrance Examination of Student Applicants.
- Prepare psychological reports of Teaching, Non- Teaching, Casual, Temporary and Applicants.
- Prepares reports and documents pertaining to the activities of Testing and Admission Office.
- Disseminates information pertaining to the services offered by TAO and entertains queries concerning the said office.
- Coordinates with the Heads and / or coordinators of different campuses about the services of TAO and other information pertaining to the functions of the TAO.
- Keeps and updates the records in Testing and Admission of Teaching, Non-Teaching, Casual, Temporary and Applicants.
- Prepares summary of test results of College Applicants and issues test results.
- Keeps and updates the records in Testing and Admission of Students.
- Ensures confidentiality of all Testing and Admission Office documents.
- Perform related duties as assigned.

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 Psychometrician**. 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 VI – SG 6
(Under Job Order Status; To be assigned at the Office of Testing and Admission, Alangilan)**

Education: Bachelor's Degree

Experience: Office-related experience is an advantage

Expertise: Computer Applications/ MS Office Applications

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Coordinates with the Heads and/or coordinators of different campuses about the services of TAO and other information pertaining to the functions of the office.
- Caters clientele needs by providing frontline services and answering basic questions.
- Answers telephone calls, appropriately greets clients and assesses situation and completeness of transactions
- Processes and sends various documents, ensuring that all necessary forms are complete and accurate.
- Accepts application forms and other requirements for entrance examination and schedules examination of student applicants in all levels.
- Prepares summary of test results.
- Issues notices of passing and Admission Slips for Registration for qualified student applicants.
- Keeps and updates the records in Testing and Admission of Pre-Elementary, Elementary and Junior High School applicants.
- Ensures confidentiality of all Testing and Admission Office documents
- Perform related duties as assigned.

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.