



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) Utility – SG 1

(Under Job Order Status; To be assigned at the General Services Office, BatStateU - Lipa)

Education: High School Graduate

Experience: At least 1 year of relevant experience

Expertise: Perform rotation cleaning duties

Salary Grade 1 – (78.75/hour)

Duties and Responsibilities:

- Responsible for the cleanliness and maintenance of his work area on daily basis. (Class rooms, faculty rooms, office area, grounds hallways and etc.)
- Cleans, maintains and disinfects the comfort rooms every morning and afternoon.
- Dusts the room and furniture in their assigned area.
- Perform rotation cleaning duties.
- Occasionally decorates for special events.
- Securing and monitoring that tools and equipment and in their assigned area are properly placed and complete.
- Responsible for the property in the work area.
- Attends to calls, requests /guest complaints in the area assigned to him/her.
- Responsible for following the standard operating procedures.
- Responsible for achieving and exceeding the internal/external partner's satisfaction.
- Assist co-workers in their job or work assignment if needed to meet the target
- Perform other duties as may be assigned by the immediate supervisor

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva**, thru **Ms. Ester M. Iglopas, Head of HRMO**, together with your updated resume, transcript of records and other credentials at recruitment.lipa@g.batstate-u.edu.ph with the subject **ATTN: Application for Utility/Janitorial Services (Lipa Campus)**. 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 1104.