



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) EDUCATION RESEARCH ASSISTANT I**
(Under Permanent Status; MUST BE WILLING TO BE ASSIGNED AT ANY OF THE FOLLOWING: (1) BATSTATEU-CENTRAL ADMINISTRATION (BATANGAS CITY) (2) BATSTATEU-PABLO BORBON (BATANGAS CITY) (3) BATSTATEU-ALANGILAN (BATANGAS CITY) (4) BATSTATEU-LIPA CITY

Education: Completion of 2 years in college; preferably with Bachelor's Degree on Accounting Management or other related fields.

Training: 4 hours of relevant trainings; preferably with relevant trainings on Accounting or other related fields

Experience: 1 year of relevant experience; preferably with relevant experience on Accounting and Cashiering

Eligibility: Career Service (Sub professional) First Level Eligibility

Competency: Data gathering and analysis; management and accounting skills

Salary Grade 9 – (18784/monthly)

Duties and Responsibilities:

- Collects / gathers data needed by the office and prepares sound analysis thereof;
- Prepares / performs financial, accounting and cashiering related reports/works;
- Performs general administrative works;
- Files and maintains official records of the office;
- Provides liaison works/monitor/ and follow-up official documents referred to the other units and concerned; and
- Performs related work as may be assigned by higher authorities.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than January 17, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 as Education Research Assistant 2021. Submission of application is only from January 08, 2021, 2020 to January 17, 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.