



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar

Malvar, Batangas

Tel. Nos.: (043) 778-2170/ (043) 406-0830 loc. 104

Website Address: <http://www.batstate-u.edu.ph>

Human Resource Management Office

Batangas State University is seeking application from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

Position	:	One (1) Engineer I (Under Job Order Status; To be assigned at the Facility Management)
Salary Grade	:	12 (167.01/hour)
Education	:	BS in Civil Engineering
Experience	:	N/A
Training	:	N/A
Eligibility	:	RA 1080
Expertise	:	Knowledgeable in Auto-CAD and cost estimates

Duties and responsibilities :

- Monitor the progress of on-going projects;
- Prepare project documentation such as accomplishment reports, progress reports, construction schedules, manpower, materials and equipment usage, materials testing reports and building permits;
- Serve as BatStateU's representative/focal person for every meeting with the contractor which includes coordination with contractor's supervisor/project-in-charge on matters regarding the project;
- Coordinate with the various consultants on their respective departments on Architectural Works, Structural Works, Mechanical Works, Electrical Works, Plumbing Works and Sanitary Works regarding the project's progress, finishes and materials, standards, revisions and problems encountered;
- Use AutoCAD to prepare plans, layouts and detailed drawings including sketches and diagram including revision of drawings whenever variations or any change arises;
- Use AutoCAD for presentation;
- Provide estimates, bill of materials/quantities for any proposed project including scope of works, specifications for construction and construction schedules;
- Assist in establishing the project scope and standards of construction projects;
- Assess scope and condition of the site;
- Estimate manpower, materials, equipment, and project costing, required to accomplish each project;
- Assist in the establishment of job priority based on general guidelines;
- Perform other related tasks as may be assigned by immediate supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU-JPLPC Malvar, Dr. PHILIP Y. DEL ROSARIO thru MRS. FLORINA P. SANTIAGO, MSc, Rpm, Head of HRMO** together with updated resume, PDS, Transcript of Record, diploma, and other pertinent documents such as Training & Seminars, COE, PRC Rating, License etc.(if applicable) at recruitment.malvar@g.batstate-u.edu.ph with the subject **ATTN: Application for Engineer I**. Submission of application is from January 25, 2021- February 3, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170 local 104.



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar

Malvar, Batangas

Tel. Nos.: (043) 778-2170/ (043) 406-0830 loc. 104

Website Address: <http://www.batstate-u.edu.ph>

Human Resource Management Office

Batangas State University is seeking application from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

Position	:	One (1) Administrative Assistant II (Under Job Order Status; To be assigned at the Office of the Vice Chancellor for Administration and Finance)
Salary Grade	:	8 (119.35/hour)
Education	:	Graduate of Business-related courses
Experience	:	With at least two-years relative experience
Training	:	N/A
Expertise	:	Verbal and written communication; Advanced computer skills; Time – management skills; Detail- oriented skills

Duties and responsibilities :

- Assist superior concerning VC for Administration and Finance Office's projects/programs/activities.
- Attend to the needs of faculty, students, and clients in the University.
- Utilize research and analytical skills in the performance of duties.
- With minimal supervision, process complex documents.
- Contact outside organizations to obtain and provide complex information.
- Demonstrate high proficiency in relevant software applications.
- Prepare letter or any forms of communication or announcement of the immediate superior and disseminate the information to the concerned offices or department.
- Log and forward incoming and outgoing documents like Disbursement Vouchers, Purchase Request and other letters to the concerned office/s.
- Prepare request for additional staff or request for replacement.
- Support and facilitate the completion of reports submitted by the offices under Administration and Finance.
- Keep and maintain records.
- Answer and forward telephone calls, as well as other forms of correspondence.
- Coordinate with General Services Office (GSO) on the request for the use of university facilities.
- Perform other related tasks assigned by the immediate superior.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU-JPLPC Malvar, Dr. PHILIP Y. DEL ROSARIO thru MRS. FLORINA P. SANTIAGO, MSc, RPm, Head of HRMO** together with updated resume, PDS, Transcript of Record, diploma, and other pertinent documents such as Training & Seminars, COE, PRC Rating, License etc.(if applicable) at recruitment.malvar@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Assistant II**. Submission of application is from January 25, 2021- February 3, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170 local 104.



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar

Malvar, Batangas

Tel. Nos.: (043) 778-2170/ (043) 406-0830 loc. 104

Website Address: <http://www.batstate-u.edu.ph>

Human Resource Management Office

Batangas State University is seeking application from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

Position	:	One (1) Administrative Aide VI (Under Job Order Status; To be assigned at the College of Teacher Education Department)
Salary Grade	:	6 (105.85/hour)
Education	:	Any four-year Bachelor's Degree
Experience	:	N/A
Training	:	N/A
Expertise	:	Administrative or clerical skills, Computer literacy and familiarity in record keeping

Duties and responsibilities :

- Attend telephone calls;
- Collect and compile Faculty Profile;
- Collect and compile Faculty OBE Course Specifications;
- Encode and disseminate CIT Local Memoranda;
- Encode and computed Faculty Honoraria;
- Print and compute Daily Time Record;
- Encode Faculty Schedule/Class Schedule;
- Collect, compile and encode Performance Monitoring;
- Keep and maintain records;
- Accommodate to the needs of the clientele on the needed data/information;
- Received and forward Incoming/Outgoing Communications;
- Perform other related work assign by immediate supervisor;
- Perform other related tasks assigned by the immediate superior.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU-JPLPC Malvar, Dr. PHILIP Y. DEL ROSARIO thru MRS. FLORINA P. SANTIAGO, MSc, Rpm, Head of HRMO** together with updated resume, PDS, Transcript of Record, diploma, and other pertinent documents such as Training & Seminars, COE, PRC Rating, License etc.(if applicable) at recruitment.malvar@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide VI**. Submission of application is from January 25, 2021- February 3, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170 local 104.



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar

Malvar, Batangas

Tel. Nos.: (043) 778-2170/ (043) 406-0830 loc. 104

Website Address: <http://www.batstate-u.edu.ph>

Human Resource Management Office

Batangas State University is seeking application from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

Position	:	One (1) Administrative Aide VI (Skilled Maintenance) (Under Job Order Status; To be assigned at the General Services Office)
Salary Grade	:	6 (105.85/hour)
Education	:	At least high school level
Experience	:	At least two years' experience related to painting and tile setting
Training	:	N/A
Expertise	:	Familiar in paint mixture; Expert in putty (masilya) application; Familiar in tile setting and basic carpentry; has knowledge in repair of cracks and tinker

Duties and responsibilities :

- Perform painting works;
- Assist the carpenter/mason on carpentry masonry works;
- Perform preventive maintenance on buildings;
- Write report documenting the problem and summary of actions taken;
- Assist on construction, renovation, fabrication, and repair works in the university;
- Install and repairs tile floors and/or walls and plasters ceilings and/or walls;
- Estimate painting and masonry jobs;
- Respond to work order request by the immediate supervisor;
- Assist coworkers in their job or work assignment if needed to meet the target;
- Perform other related tasks assigned by the immediate superior.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU-JPLPC Malvar, Dr. PHILIP Y. DEL ROSARIO thru MRS. FLORINA P. SANTIAGO, MSc, RPm, Head of HRMO** together with updated resume, PDS, Transcript of Record, diploma, and other pertinent documents such as Training & Seminars, COE, PRC Rating, License etc.(if applicable) at recruitment.malvar@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide VI-Skilled Maintenance**. Submission of application is from January 25, 2021- February 3, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170 local 104.



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar

Malvar, Batangas

Tel. Nos.: (043) 778-2170/ (043) 406-0830 loc. 104

Website Address: <http://www.batstate-u.edu.ph>

Human Resource Management Office

Batangas State University is seeking application from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

Position	:	Two (2) Administrative Aide I (Utility) (Under Job Order Status; To be assigned at the General Services Office)
Salary Grade	:	1 (78.76/hour)
Education	:	At least high school level
Experience	:	At least two years' experience in private and public organization
Training	:	N/A
Expertise	:	Basic disinfection, cleaning and housekeeping

Duties and responsibilities :

- Housekeeping and cleaning of buildings;
- Disinfection of University Facilities;
- Cleaning of grounds and drainage;
- Segregation of waste;
- Cleaning Comfort rooms and offices;
- Perform preventive maintenance on comfort rooms;
- Prepare accomplishment report;
- Submit Satisfaction Survey of Activities evaluated by end-user/ client;
- Perform other related tasks assigned by the immediate superior.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU-JPLPC Malvar, Dr. PHILIP Y. DEL ROSARIO thru MRS FLORINA P. SANTIAGO, MSc, RPM, Head of HRMO** together with updated resume, PDS, Transcript of Record, diploma, and other pertinent documents such as Training & Seminars, COE, PRC Rating, License etc.(if applicable) at recruitment.malvar@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide I**. Submission of application is from January 25, 2021- February 3, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170 local 104