



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) Choir Conductor / Trainer - SG 12**  
**(Under Job Order Status; To be assigned at the Office of Culture & Arts, BatStateU - Central)**

**Education:** College Level / Graduate

**Experience:** At least two (2) years' relevant experience

**Expertise:** Music Management, conducting; able to facilitate Online and face-to-face training.

**Salary Grade 12** – (167.01/hour)

**Duties and Responsibilities:**

- Shall teach the prospected students the proper music lesson the will be soon used in the proper training using flexible learning modality.
- Attendance on regular schedule of music lesson.
- Facilitate the conduct of the group's performances.
- Supervision and application of safety measures while on lesson and during the period of actual competition to include traveling to & from the place of event.
- Attendance in all meetings (including general assembly, seminars, workshops, etc.).
- Prepare arts teaching materials for the use of students.
- Monitor the academic performance of student members and coordinate such with the Head of Culture and Arts.
- Submit monthly accomplishment report.
- Maintain the inventory of supplies and equipment for reporting.
- Submit the designated training program for the team every start of the school year.
- Trainer should recognize, accept, and comply with existing policies, rules, and regulation of the University.
- Appointment may be terminated earlier than the stipulated period if a just and reasonable cause for such termination which includes any violation of the provisions of the contract.
- Other duties that may be assigned by the authority parallel to duties and responsibilities cited.

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 Choir Conductor / Trainer**. Submission of application is only from **February 22, 2021 to March 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.