



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) ICT Staff – SG6

(Under Job Order Status; To be assigned at the ICT Services Office, BatStateU – Pablo Borbon)

Education: A graduate of any IT related program

Experience: At least two years of experience in the field or in any related area

Expertise: Microsoft Office Management System and good communication skills both written and oral

Salary Grade 6: (105.85/hour)

Duties and Responsibilities:

- Provide support and first line response to General ICT inquiries from clients via phone, emails and direct contact.
- Process service request for installation and repair of new and existing computer units, peripherals and another ICT-related devices and telephone and internet connection.
- Compare subscribed data, as displayed on a visual screen with source document, correct any and produce an output/document:
 - Creating log in for employees of Pablo Borbon campus for their Portal
 - Register Employee's biometrics to secure daily time record
 - Creating and updating of ID records of employees of Pablo Borbon Campus
- Proactive dissemination of relevant ICT related information to the users of the system.
- Management of relevant ICT documentation records
- Consolidate accomplishment reports to secure the semi monthly salary
- Perform other ICT-related administrative tasks assigned by the supervisor.

Qualified applicants may send their application letter addressed to the Chancellor

Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda, thru Dr. Gina D. Bonifacio, Head of HRMO, together with your updated resume, transcript of records and other credentials at recruitment.pb@g.batstate-u.edu.ph with the subject **ATTN: Application for ICT Staff**. Submission of application is only from February 3, 2021 – February 12, 2021.

The above position is for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.