



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) IT/Graphic Artist and Writer - SG 14  
(Under Job Order Status; To be assigned at the Office of the University and Board Secretary, BatStateU - Central)**

**Education:** Bachelor's degree in graphic arts, design, communications, IT or related field

**Experience:** One (1) year relevant experience

**Expertise:** Knowledge of layouts, graphic fundamentals, typography, print and the web.

**Salary Grade 14** – (199.62/hour)

**Duties and Responsibilities:**

- Provide technical knowledge and experience in audio and visual presentation required of the office;
- Gather information to develop, organize, and write procedure manuals, technical and process documents;
- Develop organize and edit operational procedures and manuals;
- Produce electronic documentation in addition to hard copy manuals;
- Conceptualize and develop overall layout of materials in coordination with the authors/committee assigned;
- Review, analyze edit, rewrite, and/or improve the quality of documents;
- Incorporate illustrations or photographs to increase users; understanding of the material;
- Ensure projects are completed with high quality and on schedule;
- Perform such other duties and functions as may be assigned by the immediate supervisor.

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 IT/Graphic Artist and Writer**. Submission of application is only from **February 04, 2021 to February 13, 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.