



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE
Pablo Borbon

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) Licensed Architect – SG 12

(Under Job Order Status; To be assigned at the Project and Facility Management, BatStateU – Pablo Borbon)

Education: Graduate of Bachelor of Science in Architecture

Experience: Experienced in construction and project management

Expertise: Preparation of CAD, Project Planning, Project Implementation, Good Interpersonal Skills, Ability to multitask and work under pressure

Salary Grade 12 – (167.01/hour)

Duties and Responsibilities:

- AutoCAD drawing/drafting of necessary plans and revisions based on recommendations.
- Prepares drawing details/shop drawings and plans of areas /structures, to repaired or renovated.
- Assist the immediate supervisor in overseeing the architectural aspects of the development of the specifications; design production of the construction documents e.g. plans
- Assists the immediate supervisor in conducting regular site inspection to make sure that the construction is in compliance with the plans, specifications and scope of work
- Prepares the project's architectural program of works
- Consolidate Program of Works (Scope of works, specifications and Bill of Quantity and Cost Estimate) of project in its entirety.
- Manage day-to-day work on projects in construction phases; coordinate and make recommendations regarding status of work.
- Checks field documentation such as logbook, plans and program of works, schedules, S-curve, laboratory test results, etc. are maintained and/or updated.
- Prepare statement of work accomplishment of on-going project/s
- Performs such other duties and responsibilities as may be assigned by the immediate supervisor.

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Roldan Ragot, 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 Licensed Architect**. Submission of application is only from **February 19, 2021 to February 28, 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 1804.