



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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**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 Civil Engineer – SG 12**  
**(Under Job Order Status; To be assigned at the Project and Facility Management, BatStateU – Pablo Borbon)**

**Education:** Graduate of Bachelor of Science Major in Civil Engineering

**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 necessary plans and revisions based on recommendations.
- Prepares detailed Bill of Quantities and Cost Estimates necessary for materials and labor costs arising from the same
- Prepares drawing details/shop drawings and plans of areas/structures, to be repaired or renovated
- Consolidate program of works (Scope of works, specifications and Bill of Quantity and Cost Estimate) of project in its entirety.
- Assist in the preparation of as-built drawings and plans needed in the bidding and implementation of infrastructure projects as well for accreditation purposes.
- Assist in the project inspections and ocular, visits with logbook record keeping.
- Assist in the preparation of Project Reports as per project inspections and ocular visits.
- 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](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: Application for Licensed Civil Engineer**. 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.