



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) TECHNICAL WRITER and IT/Graphic Artist - 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 communications, graphic arts, design, IT or related field

Experience: One (1) year relevant experience

Expertise: Knowledge of typography, layouts, graphic fundamentals, 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 TECHNICAL WRITER and IT/Graphic Artist**. 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 1104.