



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

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**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 Staff on Institutional Linkages - SG 10  
(Under Job Order Status; To be assigned at the External Affairs, BatStateU - Central)**

**Education:** Graduate of Development Communication or Psychology course

**Experience:** Expose to industry and organization programs activities; Coordinating and placing of manpower in line with their ability and knowledge; Evaluating and processing of document with local and national institutions and industries.

**Expertise:** Ability to communicate effectively; Clear and concise writing; Organization and time management to manage multi tasks.

**Salary Grade 10** – (137.86/hour)

**Duties and Responsibilities:**

- Work closely with the Director for External Affairs issues, guidelines and policies concerning institutional linkages;
- Initiate conduct and evaluate programs and activities regarding possible partnership with external institutions and organizations;
- Formulation of plans strategies relative to the development of partnerships with external institutions and organizations;
- Coordinate and establish initiatives to different units of the university corresponding to institutional linkages;
- Monitor update status of all external institutions and organizations collaborating and linkaging to our university;
- Sends communication through email, scans documents and necessary data for the preparation of different reports in the office;
- Receives notices, letters, memoranda and other documents from different offices;
- Keeps, files/organizes documents and manages the records in the office fast and easy reference/access;
- Receives and directs phones calls to designated persons;
- Performs other task as maybe required 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 Staff on Institutional Linkages**. Submission of application is only from **February 16, 2021 to February 25, 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.