



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

Education: Graduate of Tourism Management or Development Communication course.

Experience: Expose to International Affairs programs and activities; Working and transacting business with foreigners; Evaluating and processing documents with different foreign institutions and organizations.

Expertise: Ability to communicate effectively; Clear and concise writing; Documentation and management of program and activities.

Salary Grade 10 – (137.86/hour)

Duties and Responsibilities:

- Work closely with the Director for External Affairs issues guidelines and policies concerning international affairs;
- Conduct and evaluate programs and activities regarding international partnership/collaborations;
- Create collaborative programs to foreign students and their issues;
- Prepare all necessary documents/requirements needed by foreign student to be submitted to CHED, DFA and Bureau of Immigration;
- Monitor and update status of international linkages, international membership and foreign students;
- Sends communication through email , scans documents from different offices;
- Keeps, files/organizes documents and manages the records in the office for fast and easy reference/access;
- Receives and directs phone 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 International Affairs**. 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.