



Republic of the Philippines
BATANGAS STATE UNIVERSITY LIPA
Marawoy, Lipa 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) REGISTRAR I – SG 11

(Under Permanent Status; To be assigned at the Registrar's Office, BatStateU Lipa)

Education: Bachelor's Degree

Training: None Required

Experience: None Required

Eligibility: Career Service (Professional) Second Level Eligibility

Competency: Problem Solving and Decision Making; Leadership and Management; Records and Information Management; Interpretation and Application of Institutional and External Data; Professional Integrity; Knowledge of Data Access and Protection Legislation and Frontline Services Legislations; Communication Skills; and Personal Skills

Plantilla No.: BTSUB-R1-1-2001

Salary Grade 11 – (23877/month)

Duties and Responsibilities:

- Supervises the accomplishment and safe keeping of student records.
- Enforcing submission of entrance requirements and validation and certification of transfer credentials, transcript of record, student permanent records and certifications for incoming and outgoing credentials.
- Prepares and submits all reports on enrollment, graduation and other data which may be requested by other offices.
- Prepares and submits in consultation with respective heads/deans the record of candidates for graduation.
- Signs and releases academic credentials of the alumni
- Assist the deans/heads of department/college during registration in determining subject load
- Acts on all correspondence regarding school records
- Does other related activities

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than March 19, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **Chancellor of BatStateU Lipa, Atty. Alvin R. De Silva**, thru **Ms. Ester M. Iglopas, Head of HRMO**, with your updated resume, transcript of records and other credentials at recruitment.lipa@g.batstate-u.edu.ph **with the Subject - ATTN: Application as Registrar I 2021. Submission of application is only from March 09, 2021, 2020 to March 19, 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 3112.