



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY ALANGILAN**  
Alangilan, 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) SECURITY GUARD I – SG 3**

**(Under Permanent Status; To be assigned at the BatStateU-ALANGILAN, BATANGAS CITY)**

**Education:** High School Graduate

**Training:** None Required

**Experience:** None Required

**Eligibility:** Security Guard License (MC 11, s.2013 - Cat. IV)

**Competency:** Alertness and Safety Management; Patrolling and Surveillance Skills; Communications Skills; Interpersonal Skills; and Professional Integrity

**Plantilla No.:** BTSUB-SECG1-1-2001

**Salary Grade 3 – (13,572/month)**

**Duties and Responsibilities:**

- Assures the safety and/or security of the campus' property and personnel by maintaining a safe and secure environment.
- Monitors and control access at building entrances and vehicle gates of the campus.
- Prepares report/log of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Patrols regularly building and campus perimeters.
- Does other related jobs.

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](http://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, BatStateU – Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO**, together with your updated resume, transcript of records and other credentials at [hrmo.alangilan@g.batstate-u.edu.ph](mailto:hrmo.alangilan@g.batstate-u.edu.ph) with the **Subject - ATTN: Application as Security Guard I 2021. Submission of application is only from March 10, 2021 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 2105.