



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) SECURITY GUARD I– SG 3

(Under Permanent Status; To be assigned at BatStateU Lipa)

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 – (13572/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;
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 Security Guard 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.