



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**

Batangas City

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**HUMAN RESOURCE MANAGEMENT OFFICE**  
**Pablo Borbon**

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) Psychometrician – SG 11**

**(Under Job Order Status; To be assigned at the Testing and Admission Office, BatStateU – Pablo Borbon)**

**Education:** BA/ BS Psychology

**Experience:** At least one (1) year experience in assessing examinations

**Expertise:** Computerskills (MS Office, spreadsheets, can manage online transactions) Assessing exams for educational, employment or professional credentialing purposes.

**Eligibility:** Registered Psychometrician

**Salary Grade 11** – (152.15/hour)

**Duties and Responsibilities:**

- Constructs and validates tests.
- Prepares reports and documents pertaining to the activities of Testing and Admission Office such as Performance Monitoring, Testing Program, Program Monitoring and Evaluation Report, Office Performance and Commitment Review, Action Plan, Inventory of Employees, Organizational Chart
- Assists the graduating and non-graduating students in the administration, checking, scoring and interpretation of psychological tests and non-psychological tests which they may need in their researches and theses.
- Assists the faculty in exposing the students to different psychological and non-psychological tests as well as training them on how to administer, score and interpret such tools allowing them to participate in the administration of the test.
- Layouts application forms.
- Revises controlled documents.
- Disseminates information pertaining to the services offered by TAO and entertains queries concerning the said office.
- Manages TAO Facebook page.
- Coordinates with Lemery, San Juan and Rosario campuses about the services offered by TAO and other information pertaining to the functions of the TAO.
- Administers, checks and interprets the Entrance Examination of student applicants.
- Prepares psychological reports of Teaching, Non-Teaching, Casual, Temporary applicants.
- Prepares summary of test results of College applicants.
- Issues test results to all the applicants.
- Keeps and updates the records in Testing and Admission of students in College students.
- Ensures confidentiality of all Testing and Admission Office documents.
- Perform related duties as assigned.
- Maintains orderliness and cleanliness in the office.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Exposito V. Acorda**, thru **Dr. Roldan Ragot, Head of HRMO**, together with your updated resume, transcript of records and other credentials at [recruitment.pb@g.batstate-u.edu.ph](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Aide VI**. Submission of application is only from **March 11, 2021 to March 20, 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 1804.