



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. Two (2) Testing Technician – SG 6
(Under Job Order Status; To be assigned at the Testing and Admission Office, BatStateU – Pablo Borbon)

Education: Bachelor's degree

Experience: At least 1 year work experience

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Coordinates with heads and coordinators of different campuses about the services of TAO and other information pertaining to the functions of TAO.
- Caters clientele needs by providing frontline services and answering queries about testing and admission.
- Answers telephone calls, appropriately greets clients and assesses situation and completeness of transactions.
- Processes online application and other requirements for admission.
- Prepares application summary for admission.
- Issues notices of passing and Admission slips for Registration for qualified student applicants.
- Keeps and updates the record in Testing and Admission – Pablo Borbon.
- Ensures confidentiality of all Testing and Admission Office documents.
- Perform related duties assigned.
- Maintains orderliness and cleanliness in the office.

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito 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 with the subject **ATTN: Application for Administrative Aide VI**. Submission of application is only from **March 5, 2021 – March 14, 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.