



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas 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) Architect - SG 12

(Under Job Order Status; to be assigned at the Project and Facility Management - BatStateU, Alangilan)

Education: Graduate of Bachelor of Science in Architecture

Experience: At least one (1) year relevant experience in construction and project management

Expertise: Preparation of CAD, Project Planning, Project Implementation, Good Interpersonal Skills,

Salary Grade 12 – (167.01/hour)

Duties and Responsibilities:

- AutoCad drawing/drafting of necessary plans and revisions based on recommendations.
- Prepares drawing details/shop drawings and plan of areas/structures for repair or for renovation.
- Assist the immediate supervisor in overseeing the architectural aspects of the development of the specifications; design production of the construction documents e.g. plans
- Assist the immediate supervisor in conducting regular site inspection to make sure that the construction is in compliance with the plans, specifications and scope of work
- Prepares the project's architectural program of works
- Consolidate Program of Works (Scope of work, Specifications and Bill of Quantity and Cost Estimate) of project in it's entirety.
- Manage day-to-day work on projects in construction phases; coordinate and make recommendations regarding status of work.
- Checks field documentation such as logbook, plans and program of works, schedule, S-curve, Gantt Charts, laboratory test results, etc. are maintained and/or updated.
- Evaluate work accomplishment of on-going project/s
- Performs such other duties and responsibilities as may be assigned by the immediate supervisor.

2. One (1) Electrical Engineer - SG 12

(Under Job Order Status; to be assigned at the Project and Facility Management - BatStateU, Alangilan)

Education: Graduate of Bachelor of Science Electrical Engineering

Experience: At least one (1) year relevant experience in construction and project management

Expertise: Can provide technical support to the project procurement and construction activities to ensure technical objectives are met within the approved scope, budget and schedule, Good Interpersonal Skills,

Salary Grade 12 – (167.01/hour)

Duties and Responsibilities:

- Design and provide all electrical drawing and deliverables required for all projects.
- Perform AutoCad drawing/drafting of necessary plans and revisions based on recommendations.
- Prepare program of work and detailed work estimates for infrastructure projects.
- Organized the electrical scope of works and specifications of the project/s.
- Put in order all estimates to make sure they are correct, updated to the current market price and consistent with the scope, specification and electrical plans.
- Prepare review and recommend plans, electrical design of infrastructure within BatStateU and recommends approval of plans and design to PFM head and Director of PMO.
- Evaluate and approve all electrical materials and specification prior to delivery and/or installation on site.
- Conduct site inspection, evaluation and approval of all electrical installation on site.
- Conduct pertinent inspection of damaged structures/facilities for repair and improvement upon request.
- Performs such other duties and responsibilities as may be assigned by the immediate supervisor.

Qualified applicants may send their application letter addressed to the Chancellor **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.alagilan@g.batstate-u.edu.ph with the subject **ATTN: Application for Architect and Electrical Engineer**. Submission of application is only from **March 2, 2021 to March 15, 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.