



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City
Tel. Nos. (043) 980-0385 loc. 1104 & 1105
E-mail Address: hrmo@g.batstate-u.edu.ph Website Address: <http://www.batstate-u.edu.ph>

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 graduate (Board Passer)

Experience: At least 1 year experience in assessing examinations.

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 Reports, Office Performance Commitment and 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 thesis.
- Assists the faculty in exposing the students to different psychological and non – psychological tests as well as in training them on how to administer, score and interpret such tools allowing them to participate in the Administration of the Test.
- Layouts application forms.
- Revised 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 of TAO and other information pertaining to the functions of the TAO.
- Administers, checks interprets the Entrance Examination of Student Applicants.
- Prepare psychological reports of Teaching, Non-Teaching, Casual, Temporary and Applicants.
- Keeps and updates the record in Testing and Admission of Teaching, Non-Teaching, Casual, Temporary and Applicants.
- Prepares summary test results of College Applicants.
- Issues test results to all 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 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 Psychometrician**. 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 discuseed during interview. For additional information you may also call 980-0385.