



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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**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) Science Research Analyst - SG 11  
(Under Job Order Status; To be assigned at Extension Services Office,  
BatStateU - Central)**

**Education:** Graduate of any four-year course

**Experience:** Expertise on research, particularly on community needs assessment or any related activities/projects.

**Expertise:** Research.

**Salary Grade 11** – (152.15/hour)

**Duties and Responsibilities:**

- Assist in the DOST-Funded Project of Batangas State University entitled “Community Empowerment thru Science and Technology (CEST) Community Needs Assessment”
- Assist the project leader and project staff of the CEST program in conducting training for enumerators, pretesting of questionnaire, data gathering and analysis in five municipalities, namely Ternate, Maragondon, Magallanes in Cavite, and Tingloy and Balayan, Batangas.
- Assist in the writing the terminal report of the CEST project;
- Coordinate with the DOST IV-A and other CEST Partners for the completion of this project;
- Receive, analyze and recommend appropriate action on various communications (emails, formal correspondence, etc.) for the operations of the project;
- Maintain an efficient and organized filing system of all office documents;
- Perform basic office works such as photocopying and scanning of documents;
- Request for vehicles, office supplies, food and equipment in the office and fill out requisition forms whenever necessary.
- Release all outgoing documents to their respective offices;
- Perform other office-related task that may arise.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.main@g.batstate-u.edu.ph** with the subject **ATTN: Application for Science Research Analyst (SRA)**. Submission of application is only from **March 25, 2021 to April 03, 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 1104.