



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas
Tel. Nos.: (043) 778-2170/ (043) 406-0830 loc. 104
Website Address: <http://www.batstate-u.edu.ph>

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking application from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

Position	:	Vocational School Administrator I (Under Permanent Status; To be assigned at the Office of the Chancellor)
Salary Grade	:	22 (P68,415/month)
Education	:	Bachelor's Degree relevant to the job
Experience	:	3 years of relevant experience
Training	:	16 hours of relevant training
Eligibility	:	PBET/Teacher/RA 1080/Career Service (Professional)/Second Level Eligibility
Expertise	:	Leadership Skills; Problem Solving and Decision Making Skills; Knowledge of Relevant Administrative and Financial rules and Regulations; Records and Information Management; Communication Skills; Professional Integrity; Interpersonal Skills

Duties and responsibilities :

- Assist the chancellor in the overall planning, development, implementation, monitoring and evaluation of constituent campus' operations/programs
- Assist the chancellor in the supervision and administration of the course offerings and overall management of the human resource, physical and financial resources of the campus
- Under the direct supervision of the Chancellor, monitors the implementation and compliance of curricular, administrative, financial and quality requirements of different monitoring and regulatory agencies of the government.; and,
- Performs other related works as may be assigned by the Chancellor and other higher University Officials.

Qualified applicants may send the following documents at hrmo.malvar@g.batstate-u.edu.ph with the subject **ATTN: Application for Vocational School Administrator I.**

1. Application letter with applicant's signature addressed to the;

Dr. TIRSO A. RONQUILLO
University President
Batangas State University

Thru: **Dr. PHILIP Y. DEL ROSARIO**
Chancellor
Batangas State University JPLPC-Malvar

2. Updated resume/ curriculum vitae with applicant's signature;
3. Diploma and Transcript of Records;
4. Other pertinent documents such as Training & Seminars, Certificate of Employment, PRC Rating, License etc. (applicable)

Make sure to combine all the application documents into one attachment only. Only complete application documents will be processed. Submission of application is from February 20, 2021 – March 1, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170 local 104.