



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) COLLEGE ADMINISTRATOR II – SG 26**  
**(Under Permanent Status; To be assigned at BatStateU – Central)**  
**Education:** Master's degree or Certificate in Leadership and Management from the CSC (CSC MC No. 05, s. 2016)  
**Training:** 120 hours of supervisory/management learning and development intervention (CSC MC No. 19, s. 2019)  
**Experience:** 5 years of supervisory/management experience (CSC MC No. 05, s. 2016)  
**Eligibility:** Career Service (Professional)/Second Level Eligibility (CSC MC No. 05, s. 2016)  
**Competency:** Building collaborative, inclusive working relationships; Managing performance and coaching for results; Leading change; Thinking strategically and creatively; Creating and nurturing a high performing organization. (CSC MC No. 05, s. 2016)  
**Salary Grade 26** – (P 111, 742.00 /month)

**Duties and Responsibilities:**

- Assist the University President in the overall planning, development, implementation, monitoring and evaluation of University-wide operations/programs;
- Assist the University President in the supervision and administration and overall management of human resource, physical and financial resources of the University;
- Under the direct supervision of the University President, monitors the implementation and compliance of administrative, financial and quality requirements of the University; and
- Performs other related works as may be assigned by the University President and/or the Board of Regents.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than March 13, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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**, with your updated resume, transcript of records and other credentials at **[recruitment.main@g.batstate-u.edu.ph](mailto:recruitment.main@g.batstate-u.edu.ph) with the Subject - ATTN: Application as College Administrator II 2021, Submission of application is only from March 03, 2021, 2020 to March 13, 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.