



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) Technical Staff on Institutional Linkages - SG 10
(Under Job Order Status; To be assigned at the External Affairs, BatStateU - Central)**

Education: Graduate of Development Communication or Psychology course

Experience: Expose to industry and organization programs activities; Coordinating and placing of manpower in line with their ability and knowledge; Evaluating and processing of document with local and national institutions and industries.

Expertise: Ability to communicate effectively; Clear and concise writing; Organization and time management to manage multi tasks.

Salary Grade 10 – (137.86/hour)

Duties and Responsibilities:

- Work closely with the Director for External Affairs issues, guidelines and policies concerning institutional linkages;
- Initiate conduct and evaluate programs and activities regarding possible partnership with external institutions and organizations;
- Formulation of plans strategies relative to the development of partnerships with external institutions and organizations;
- Coordinate and establish initiatives to different units of the university corresponding to institutional linkages;
- Monitor update status of all external institutions and organizations collaborating and linkaging to our university;
- Sends communication through email, scans documents and necessary data for the preparation of different reports in the office;
- Receives notices, letters, memoranda and other documents from different offices;
- Keeps, files/organizes documents and manages the records in the office fast and easy reference/access;
- Receives and directs phones calls to designated persons;
- Performs other task as maybe required by the immediate supervisor.

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.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Technical Staff on Institutional Linkages**. Submission of application is only from **April 23, 2021 – May 02, 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.