



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**

Batangas City  
Tel. Nos. (043) 980-0385 loc. 1804  
E-mail Address: recruitment.pb@g.batstate-u.edu.ph • Website Address: <http://www.batstate-u.edu.ph>

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**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) Landscaper / Gardener – SG 3**

**(Under Job Order Status; To be assigned at the General Services Office, BatStateU – Pablo Borbon)**

**Education:** At least elementary graduate

**Experience:** At least one year related experience

**Expertise:** Ability to work efficiently and effectively

**Eligibility:** None Required

**Salary Grade 3 – (88.77/hour)**

**Duties and Responsibilities:**

- Monitoring of all plants and green spaces;
- Watering of plants;
- Trimming of trees and shrubs;
- Propagating and re-planting of plants;
- Fertilizing and mowing lawns;
- Weeding gardens and keeping green spaces and walkways clear of debris and litter;
- Coordinating concerns and requests to Office staff; and
- Doing other tasks that may be advised by the immediate supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Exedito V. Acorda**, thru **Dr. Roldan Ragot, Head of HRMO**, together with your updated resume, transcript of records and other credentials (i.e., Certificate/s of Employment and Certificate/s of Seminars and Trainings) at [recruitment.pb@g.batstate-u.edu.ph](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: Application for Landscaper/ Gardener**. Submission of application is only from **May 20, 2021 - May 29, 2021**.

1. Fully accomplished Personal Data Sheet (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. Scanned copy of certificate of eligibility/rating/license (if applicable);
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials.
  - Certificate of Seminar/Trainings attended; and
  - Certificate of Employment (if previously employed).

The above position is for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.