



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:

**Two (2) Licensed Radio Operators/First Class Radio Telephone Operators**  
**(Under Job Order Status; To be assigned at the President's Office, BatStateU – Pablo Borbon)**

**Education:** Graduate of a 4-year/2 - year course with specialization in electronics and communications technology

**Experience:** None Required

**Expertise:** With knowledge and skills in audio-engineering and audio editing software; with pleasing personality and with good moral character.

**Eligibility:** Licensed Radio Operators/First Class Radio Telephone Operators

**Salary Grade 6 – 105.85 / hour**

**Duties and Responsibilities:**

- To operate the University's radio station DWPB-FM 107.3 D' ANIKITA RADIO BATSTATEU airing from Mondays to Sundays, 4:00 AM – 10:00 PM;
- To maintain the University's radio and TV studios and all equipment therein;
- To assist the Station Manager, Program Manager, Program Hosts, Production Staff and Development Communication Students in the preparation of radio and TV programs and related outputs;
- To provide technical assistance for hands-on training in broadcasting and audio visual communication;
- To prepare regular technical reports on the status of all equipment and submit appropriate recommendations;
- To perform other tasks that may be assigned by the immediate supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito 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: Licensed Radio Operators/First Class Radio Telephone Operators**. Submission of application is only from **May 20, 2021 – May 21, 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;
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.