



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) Data Encoder – SG 6

(Under Job Order Status; To be assigned at the ICT Services, BatStateU - Central)

Education: At least college level/vocational graduate on any IT related program.

Experience: At least two (2) years working experience in the related field.

Expertise: Data Entry, Microsoft Office and Google Workspace Applications and Image Editing

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Processes the ID records of students, employees and faculty members;
- Encoding the transferring of data to the online systems;
- Ensures the users' needs requirements and problems/issues are well coordinated and escalated to the computer programmer; and
- Responsible for assisting in the support of the system updates, testing and implementation process of the Computer Programmer.

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 Data Encoder**. Submission of application is only from **May 03, 2021 to May 12, 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.