



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) Events and Publications Officer – SG 14  
(Under Job Order Status; To be assigned at the Center for Innovation in  
Engineering Education, BatStateU - Central)**

**Education:** Graduate of AB Mass Communication or any related degree with knowledge of and interest in international affairs. Preferably with master's degree or units.

**Experience:** At least (3) years of experience in events organization, editorial or publication.

**Expertise:** Outstanding command of English particularly in writing and editing. Strong organizational skills and extraordinary attention to detail, possesses a good understanding of customer service.

**Salary Grade 14 – (199.62/hour)**

**Duties and Responsibilities:**

- Take the lead in the organization of high-profile events including business meetings, seminars, conferences, networking events and exhibitions.
- Liaise with internal departments/colleges to create event proposals, secure speakers and develop the event agenda.
- Take a lead role in setting and managing event budgets, sourcing of venues and suppliers, manage development of copy and structure of printed materials working with the in-house editorial and design team.
- Be responsible for developing the marketing campaign for specific events (including both print and digital media).
- Manage event speakers providing briefings and support.
- Bring strong relationships with sponsors, industry leaders and delegates.
- Research opportunities within the organization where it may be possible to develop or existing new events in order to achieve the office goals.
- Assisting with the organization of the manuscript peer-review process.
- Conducting photo research for publications and coordinating dissemination of publications.
- Copy editing, formatting, fact checking, and proofreading.

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](mailto:recruitment.central@g.batstate-u.edu.ph) with the subject **ATTN: Application for Events and Publications Officer**. Submission of application is only from **May 07, 2021 to May 16, 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.