



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) PRIVATE SECRETARY I
(Under Coterminous Status; To be assigned at Office of the University President, BatStateU – Central)

Education: Completion of 2 years studies in college

Training: None Required

Experience: None Required

Eligibility: None Required

Competency: Exemplifying Integrity; Delivering Service Excellence; Solving Problems and Making Decisions; Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information

Salary Grade 11 – (23877 + 2000 PERA /month)

Duties and Responsibilities:

- Serve as a driver detailed exclusively to the University President;
- Assist during official appointments and functions outside the University;
- Do errands such as delivery of documents, banking transactions, and other errands as may be required by the University President;
- Prepare documents related to travel;
- Perform other tasks as may be assigned by the immediate supervisor.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than July 08, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license/employment/trainings attended; and
4. Photocopy of Transcript of Records.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 as Private Secretary I. Submission of application is only from June 29, 2021 to July 08, 2021.**

The above positions are for immediate hiring. Terms and conditions of employment will be discussed during the interview. For additional information you may also call 980-0385 local 1104.