



Republic of the Philippines

**BATANGAS STATE UNIVERSITY**

Batangas City

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**HUMAN RESOURCE MANAGEMENT  
OFFICE PABLO BORBON**

Batangas State University is seeking applications from competent candidates, regardless of color, religion, sex, gender identity or expression, ethnicity, age, physical conditions and anyother characteristic protected by law to fill the following position/s:

Position	Dept./ College	Qualifications:
<p><b>One (1) Instructor I –Faculty with Special Assignment at the Office of the Vice Chancellor for Administration and Finance – Pablo Borbon (Item Position)</b></p> <p><b>Salary Grade: 12</b> <b>P26, 052/ month</b> <b>P2, 000 PERA/ month</b></p>	<p><b>College of Accountancy, Business, Economics and International Hospitality Management (CABEIHM)</b></p>	<p><b>Education:</b> Holder of Master’s Degree in Business Administration and Bachelor’s Degree in Financial Management</p> <p><b>Experience:</b> 2 years of relevant experience</p> <p><b>Expertise:</b> Financial Management</p>

Qualified applicants may send their application requirements listed below at [recruitment.pb@g.batstate-u.edu.ph](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject ATTN: Application of (your full name) for (position you are applying for) in (college/ department you’re applying in). **Submission of application is only from July 14, 2021 to July 23, 2021.**

Requirements:

1. Application Letter with applicant’s signature addressed to:

**Dr. TIRSO A. RONQUILLO**

President

Batangas State University

Thru: **Dr. ROLDAN C. RAGOT**

Head, HRMO – Pablo Borbon

2. 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);
3. Scanned copy of certificate of eligibility/rating/license (if any);
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of Certificate/s of Seminar/Trainings attended after graduation;
7. Scanned copy of Certificate/s of Employment (if previously employed).

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 local1804.

*Note: HRMO-PB is taking precautionary measures and will be doing the hiring process online.*