



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) University Research Assistant - SG 12**

**(Under Job Order Status; To be assigned at Material Testing and Calibration Center - STEER Hub, BatStateU - Central)**

**Education:** Must be a graduate of BS ME, BS ICE, or related field

**Experience:** At least 2 years' experience

Metrology/Calibration/Instrumentation Industry or at least Registered Mechanical Engineer (or BS ME), at least Laboratory and Metrology/Calibration Services NC II (for BS ICE)

**Expertise:** Laboratory and metrology/calibration services.

**Salary Grade 12** – (177.63/hour)

**Qualifications**

- Good analytical skills – must be able to take raw test data and analyze it accurately, reaching sound conclusions. Must also be able to critically analyze problems and come up with innovative solutions when required;
- Must be good in oral and written communication;
- Knowledgeable in preparation of presentation, spreadsheet, word, and any other related computer office applications;
- Must be a team player with good working attitude, commitment and dedication;
- Able to multi-task and work under pressure with minimum supervision.

**Duties and Responsibilities:**

- Responsible for the routine inspection, testing, maintenance, and repair of calibration instruments and equipment.
- Maintain comprehensive inventory of calibration and material testing equipment and supplies.
- Assist researchers in use of equipment and tools.
- Provide technical support to the proponents of research and development projects.
- Maintain a safe, clean, and well-organized working environment.
- Perform preventive maintenance.
- Perform other tasks assigned by the center head.

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 University Research Assistant**. Submission of application is only from **July 15, 2021 to July 24, 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.