



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. Two (2) Choir Conductor - SG 12

(Under Job Order Status; To be assigned at the Office of Culture & Arts, BatStateU – Lipa and BatStateU - Malvar)

Education: Preferably a graduate of Bachelor of Music Education

Experience: At least two (2) years' related experience on teaching and conducting a choir

Expertise: Highly organized, able to plan rehearsals and review the performances of each choir member, proficient singing skills.

Salary Grade 12 – (177.63/hour)

Duties and Responsibilities:

- Shall teach the prospected students the proper theater lesson that will be soon used in the proper training.
- Attendance on regular schedule of theater lesson.
- Facilitate the conduct of the group's performances.
- Supervision and application of safety measures while on lesson and during the period of actual competition to include traveling to & from the place of event.
- Attendance in all meetings (including general assembly, seminars, workshops, etc.).
- Prepare arts teaching materials for the use of students.
- Monitor the academic performance of student members and coordinate such with the Head of Culture and Arts.
- Submit monthly accomplishment report.
- Maintain the inventory of supplies and equipment for reporting.
- Submit the designated training program for the team every start of the school year.
- Trainer should recognize, accept, and comply with existing policies, rules, and regulation of the University.
- Appointment may be terminated earlier than the stipulated period if a just and reasonable cause for such termination which includes any violation of the provisions of the contract.
- Other duties that may be assigned by the authority parallel to duties and responsibilities cited.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, OIC 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 Choir Conductor**. Submission of application is only from **August 04, 2021 – August 13, 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.