



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) Administrative Aide VI (Farm Caretaker) – SG 6
(Under Job Order Status; To be assigned at the BatStateU – Central / CAF,
BatStateU - Lobo)**

Education: BS Agriculture or any related field (BS Forestry)

Experience: With at least one year experience in livestock production and management

Expertise: Farm management, good livestock handling.

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Collecting (cut-and-carry) forage and grasses (morning and afternoon).
- Feeding of goats (morning and afternoon).
- Cleaning and disinfection of goat pens, cages, and yards (morning).
- Provision of drinking water to goats (morning and afternoon).
- Disposal of goat manure from the goat house (2-3 times weekly)
- Inventory of goats (weekly)
- Regular checking of animal health like provision of vitamins, cure, wounds, deworming (monthly)
- Assisting goats in mating
- Repairing of goat house and fences.
- Propagation of forage crops
- Weeding and cleaning of forage area to avoid completion of forage crops from weeds and other debris (weekly)
- Irrigation of planted forage in the forage area (especially during dry periods)

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 Administrative Aide VI (Farm Caretaker)**. Submission of application is only from **August 18, 2021 to August 27, 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.