



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) Research Analyst / Writer - *SG 16

(Under Job Order Status; To be assigned at the Office of the University President, BatStateU - Central)

Education: Preferably with Master's Degree on Communication, English or any related field

Experience: At least three years' relevant experience

Expertise: Excellent communication skills both in written and oral; Can do research and data analysis using available mathematical and scientific methods; Excellent problem solving skill.

Salary Grade 16 – (249.74/hour)

**Actual Salary Grade will be based on the qualifications of the selected candidate*

Duties and Responsibilities:

- Prepares briefing or progress reports for the University President as may be needed;
- Prepares draft messages and responses of the Office of the University President for supervisor's review;
- Prepares research-based speeches of the University President for different engagements both internally and externally;
- Conduct research on relevant issues and topics in the areas of instruction, research, extension, globalization, accreditation and other significant areas of concern;
- Maintain a complete and organized filing system for both physical and electronic files;
- Maintains a professional and organized office setup; and
- Perform other duties as may be required by higher authorities.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, 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 Research Analyst / Writer**. Submission of application is only from **August 18, 2021 – 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.