



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 02, 2021 – August 11, 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.