



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) Utility Cook - SG 1
(Under Job Order Status; To be assigned at General Services Office, BatStateU -Central)

Education: At least high school graduate

Experience: At least one year related experience

Competencies: Ability to work effectively and efficiently

Salary Grade 1 – (82.05/hour)

Duties and Responsibilities:

- Assist in cooking and preparation of food.
- Purchase of ingredients needed for the preparation of food.
- Perform regular cleaning and orderliness of the kitchen and office.
- Collecting, disposing of garbage, and cleaning of trash bin.
- Cleaning and monitoring of comfort rooms.
- Cleaning of hallways.
- Doing other works that may be advised by the immediate supervisor.

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 Utility Worker**. Submission of application is only from **August 25, 2021 to September 03, 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.