



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) Events and Publications Officer – SG 14

(Under Job Order Status; To be assigned at the Center for Innovation in Engineering Education, BatStateU - Central)

Education: Graduate of AB Mass Communication or any related degree with knowledge of and interest in international affairs. Preferably with master's degree or units.

Experience: At least (3) years of experience in events organization, editorial or publication.

Expertise: Outstanding command of English particularly in writing and editing. Strong organizational skills and extraordinary attention to detail, possesses a good understanding of customer service.

Salary Grade 14 – (209.99/hour)

Duties and Responsibilities:

- Take the lead in the organization of high-profile events including business meetings, seminars, conferences, networking events and exhibitions.
- Liaise with internal departments/colleges to create event proposals, secure speakers and develop the event agenda.
- Take a lead role in setting and managing event budgets, sourcing of venues and suppliers, manage development of copy and structure of printed materials working with the in-house editorial and design team.
- Be responsible for developing the marketing campaign for specific events (including both print and digital media).
- Manage event speakers providing briefings and support.
- Bring strong relationships with sponsors, industry leaders and delegates.
- Research opportunities within the organization where it may be possible to develop or existing new events in order to achieve the office goals.
- Assisting with the organization of the manuscript peer-review process.
- Conducting photo research for publications and coordinating dissemination of publications.
- Copy editing, formatting, fact checking, and proofreading.

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, certificates of employment and trainings attended and other credentials** at recruitment.central@g.batstate-u.edu.ph with the subject **ATTN: Application for Events and Publication Officer**. Submission of application is only from **September 15, 2021 to September 24, 2021**.

NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY. FOR STRICT COMPLIANCE.

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.