



Republic of the Philippines
BATANGAS STATE UNIVERSITY-LIPA

Marawoy, Lipa City
Tel. Nos.: (043) 980-0385 loc.3112

Email Address: recruitment.lipa@g.batstate-u.edu.ph • Website Address: <http://www.batstate-u.edu.ph>

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) Buyer I - SG 7

(Under Job-Order Status: To be assigned at the Procurement Office, BatStateU-Lipa)

Education: At least a bachelor's degree in any program.
Experience: At least 1 year relevant experience.
Expertise: Knowledgeable in basic and advanced computer operations and procurement process. Good in oral and written communication.
Salary Grade: SG 7 (117.13)

Duties and Responsibilities:

- Prepares the Purchase Request (PR) based on the approved Annual Procurement Plan (APP) of all Colleges and Offices.
- Prepare, distributes, and collates the canvass papers to a minimum of three external providers.
- Posts the Request or Quotation to PhilGEPS.
- Evaluates and signs the canvass papers/request for quotation.
- Prepares the Abstract of Canvass to determine the lowest dealer.
- Prepares and sends the Notice of Award and Purchase Order and coordinate with the winning external providers for confirmity.
- Follows-up the items to be procured from the winning external providers.
- Reproduction and documentation of procurement transactions.
- Logs and brings the copy of the approved Purchase Orders to the Commission on Audit.
- Attends to the queries of the external providers, end-users and other stakeholder of the University.
- Other duties that may be assigned from time to time.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva, thru Ms. Ester M. Iglopas, Head of HRMO** at recruitment.lipa@g.batstate-u.edu.ph with the subject **RE: Application for Buyer I - Procurement Office (Lipa Campus)**. Submission of application is from **October 21, 2021 to October 31, 2021** with the following documents:

1. Application Letter
2. Updated resume
3. Scanned copy of Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma; and
6. Scanned copy of other credentials:
 - *Certificate of Employment if previously employed; and*
 - *Relevant certificate of Trainings/Seminars attended within the last five (5) years (if any).*

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call (043) 980-0385 local 3112.

Please be noted that incomplete documents will not be processed/entertained