



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City
Tel. Nos. (043) 980-0385 loc. 1804
E-mail Address: recruitment.pb@g.batstate-u.edu.ph • Website Address: <http://www.batstate-u.edu.ph>

HUMAN RESOURCE MANAGEMENT OFFICE
Pablo Borbon

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) Administrative Aide VI-SG6

(Under Job Order Status; to be assigned at the Vice Chancellor for Administration and Finance, BatStateU –PabloBorbon)

Education: Bachelor's Degree in Accountancy, Accounting Management or any related course.

Experience: Atleast one year work experience; preferably with Accounting/ Administrative background.

Expertise: Excellent in written and oral communication, office and records management.

Eligibility: None required

Salary Grade 6 – 110.45 / hour

Duties and Responsibilities:

- Ensure timely preparation and gathering of information for the documentary and reportorial requirements in the Office of the Vice Chancellor for Administration and Finance (VCAF);
- Perform CSW in the checking, reviewing, evaluating and verifying of relevant documents for approval and signature of the VCAF;
- Coordinate with different offices regarding updates/follow- ups on a certain requirement;
- Manage, organize and maintain all documents in paper or in electronic filing systems in the office of the VCAF;
- Assist clients with queries, requests and other concerns (staffs, students and/or faculty);
- Exhibit polite and professional communication when responding through calls, messages and electronic mails;
- Ensure proper and timely dissemination of memoranda, advisories and other public information prepared by the Office of the VCAF;
- Prepare requisition forms for the supplies needed in the office;
- Maintain, update and monitor the VCAF's calendar- make travel arrangements, schedule meetings, interviews and other activities; and
- Provide general administrative assistance and perform other duties as may be required by the VCAF and/or the other offices.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda, thru Dr. Roldan Ragot, Head of HRMO**, together with your updated resume, transcript of records and other credentials (i.e., Certificate/s of Employment and Certificate/s of Seminars and Trainings) at recruitment.pb@g.batstate-u.edu.ph with the subject **ATTN: Administrative Aide VI-SG6**.

Submission of application is only from **October 26, 2021- November 4, 2021**.

1. Fully accomplished Personal Data Sheet (with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Scanned copy of certificate of eligibility/rating/license;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials.
-Certificate of Seminar/Trainings attended; and
-Certificate of Employment (if previously employed).

The above position is for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.



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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) Education Program Supervisor III (EPS)

(Under Job Order Status; to be assigned at the College Medicine, BatStateU –PabloBorbon)

Education: Degree on any health related program

Experience: At least 2 year work experience

Expertise: Computer, Communication, Office management, Coordination with linkages, monitoring of records

Eligibility: None required

Salary Grade 12 – 177.63 / hour

Duties and Responsibilities:

- Conducts periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.
- Develops together with College M&E the mechanisms, processes, and tools for monitoring, curriculum implementation, and articulation (including vertical and horizontal integration) in the College Department to gauge adherence to standards while implementing innovations.
- Submits Progress Monitoring Report of College Department Curriculum Implementation and Management per Subject area.
- Submits Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.
- Conducts an evaluation of College Department Instructional Supervision Plan Implementations and submits policy recommendations towards process improvement.
- Develops and implements advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.
- Develops and submits Concept Papers and Project designs and proposals for curriculum enhancement and innovation.
- Develops training designs, modules, and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the College Department.
- Submits reports and findings on curriculum innovations and localization by College Department for appropriate management action.
- Conducts research on Curriculum Localization to widen the pool of knowledge and application to the region.
- Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by College Department and schools.
- Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the College Departments and schools for learning and adoption.
- Leads or works as a team member to develop general and local learning resource materials in the assigned subject area to increase the variety of learning resources to support the basic education curriculum.
- Leads or works as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.
- Gathers results of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
- Drafts policy recommendations related to improving learning outcomes based on findings from studies and reports.
- Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.
- Drafts policy recommendations on curricular support activities for regional adoption.
- Conducts action research on curriculum implementation, needs, and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.
- Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions.
- Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.
- Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Roldan Ragot, Head of HRMO**, together with your updated resume, transcript of records and other credentials (i.e., Certificate/s of Employment and Certificate/s of Seminars and Trainings) at recruitment.pb@g.batstate-u.edu.ph with the subject **ATTN: Education Program Supervisor III (EPS)**.

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