



Republic of the Philippines
BATANGAS STATE UNIVERSITY ALANGILAN
Alangilan, 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) Nurse I

(Under Job Order Status; To be assigned at Health Services BatStateU Alangilan)

Education: Bachelor of Science in Nursing

Experience: At least 1-year experience

Expertise: First Aide and Basic Life Support; Communication; Customer Service; Nursing Management; Computer Literate; and Record Management Skills

Eligibility: RA 1080

Salary Grade 11– (162.80/hour)

Duties and Responsibilities:

- Nursing Management
 - Provide assessment and treatment within the scope of professional nursing practice and refer to medical officer accordingly
 - Assist medical officer during minor surgeries
 - Give interventions for acute or chronic illness and injuries
 - Extend medical assistance during university activities such as field trips, sports events, etc.
- Health promotion and diseases prevention
 - Present the department's services during students' orientation
 - Disseminates information about health promotion
 - Immunization against preventable diseases
- Health appraisal
 - Pre-enrolment and pre-employment medical examination
 - Medical examination of students who will undergo on the job training, off-campus activities and pre-athletic participation
 - Blood pressure and Glucose monitoring
- Case finding and referral system
- Ensure updated, systematic and confidential records management
- Participation in the development, implementation and evaluation of school health policies
- Participation in continuing professional education by attending seminars and trainings
- Accomplishment of periodic reports of the department
- Do other task as assigned by the immediate head or supervisor.
- Sorting, filing, recording & photocopying of documents, letters, request for office files and reference;
- Perform additional duties as required by immediate supervisor and by the higher authorities;

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than, November 21, 2021.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Scanned copy of PRC License and ratings;
3. Scanned copy of Transcript of Records;
4. Scanned copy of Diploma;
5. Scanned copy of other credentials:
 - Certificate of Seminars/Training attended; and
 - Certificate of Employment (if previously employed)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO**, together with your updated resume, and other credentials at recruitmentandhiring.alangilan@g.batstate-u.edu.ph with the Subject - **ATTN: Application as Nurse I. Submission of application is only from November 12, 2021 to November 21, 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 2105.