



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: <https://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) Nurse I - SG 11

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

Education: BS in Nursing; At least with MAN.

Experience: With 2 years experience

Expertise: Assessing and planning nursing care; Knowledgeable in MS Office (Word, PPT, and Excel); Caring and compassionate nature; Excellent teamwork and people skills; and verbal and written communication skills.

Salary Grade: SG 11 (162.80/hour)

Duties and Responsibilities:

- Provides nursing care and treatment within the scope of professional nursing practice which includes dispensing of medicines and giving interventions for acute and chronic illness and injuries.
- Extends medical assistance during university activities such as field trips, STRASUC, etc.
- Presents the department's services during the students' orientation.
- Disseminates information about health promotion.
- Immunization against preventable diseases.
- Pre-enrollment and pre-employment medical examinations.
- Medical examination of students who will undergo on-the-job training, off-campus campus activities and pre-athletic participation.
- Blood pressure and glucose monitoring.
- Case finding and referral system.
- Participation in the development, implementation and evaluation of school health policies.
- Participation in continuing professional education by attending seminars and training.
- Accomplishments of periodic reports of the department.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva, thru Ms. Ester M. Igloas, Head of HRMO** at recruitment.lipa@g.batstate-u.edu.ph with the subject **RE: Application for Nurse I - Health Services Office (Lipa Campus)**. Submission of application is from **November 4, 2021 to November 8, 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;
6. Scanned copy of Eligibility/License/Ratings (if any); and
7. 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