



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY-LIPA**

Marawoy, Lipa City

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## 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) Security Guard I - SG 3

(Under Permanent Status: To be assigned at the General Services Office, BatStateU-Lipa)

<b>Education:</b>	High School Graduate
<b>Experience:</b>	None Required
<b>Training:</b>	None Required
<b>Eligibility:</b>	Security Guard License (MC 11, s. 2013- Cat. IV)
<b>Plantilla Item No.:</b>	BTSUB-SECG1-2-2001
<b>Salary Grade:</b>	SG-3

#### Duties and Responsibilities:

- Assures the safety and/or security of the campus' property and personnel by maintaining a safe and secure environment;
- Monitors and control access at building entrances and vehicle gates of the campus;
- Prepares report/log of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences;
- Patrols regularly building and campus perimeters;
- Does other related jobs.

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](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **RE: Application for Administrative Aide VI–Cashieiring Office (Lipa Campus)**. Submission of application is from **November 5, 2021 to November 15, 2021** with the following documents:

1. Scanned copy of Personal Data Sheet (CS Form No. 212, Revised 2017) and Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Scanned copy of Transcript of Records;
3. Scanned copy of Diploma; and
4. 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\**