



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas 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) Science Research Assistant - SG 9**

**(Under Job Order Status; To be assigned at the RMS-KTTM Office,**

**BatStateU –Central under the funded Project 3D Enhancing Technology Transfer Technology through IP TBM in BatStateU (DOST-PCAARD) )**

**Education:** Bachelor's degree in Science, engineering course, or other related course

**Experience:** At least one (1) year of experience

**Competencies:** Excellent interpersonal, communication and technical writing skills

**Salary Grade 9 – (21,570/month)**

**Duties and Responsibilities:**

- Prepare project Executive Brief, reports and related project documents
- Prepare invite and convene technical experts' panel for project evaluation
- Prepare minutes of the meeting and facilitate processing relevant documentary requirements
- Monitor and prepare relevant project communication including assessment reports of ongoing projects
- Perform other duties and functions that will be assigned from time to time

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Dr. Irene H. Maralit, OIC Assistant Director of HRMO**, together with **updated resume, transcript of records, certificates of employment and trainings attended and other credentials** at **[recruitment.central@g.batstate-u.edu.ph](mailto:recruitment.central@g.batstate-u.edu.ph)** with the subject **ATTN: Application for Science Research Assistant at RMS-KTTM**. Submission of application is only from **November 23, 2021 to December 02, 2021**.

**NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY. FOR STRICT COMPLIANCE.**

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 1104.