



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 Budget Office, BatStateU –PabloBorbon)

Education: Degree on any four (4) year course related in business preferably Accounting Management or Financial Management.

Experience: At least one year (1) year administrative support experience in finance department.

Expertise: Advanced Computer Skills, Communication Skills, Time Management Skills and ability to work under pressure

Eligibility: None required

Salary Grade 6 – 110.45 / hour

Duties and Responsibilities:

1. Assist in the preparation of the following budget/reports for submission to Central Office as follows:
 - a. Program of Receipts and expenditures (PRE);
 - b. Supplemental Budget (SB);
 - c. Budget Proposal including all forms related to budget- MDS Fund;
 - d. Budgetary Requirements (Budget Forms), (Senate, Congress, CHTE);
 - e. Annual Report of Budget Office;
 - f. Individual Performance Commitment and Review (IPCR);
 - g. Other documents needed by the management and central office.
2. Assist in preparing budget/financial reports required by the higher authorities & other offices such as the following:
 - a. Quality Objectives,
 - b. Operational Plan;
 - c. Operational Risk Management Plan;
 - d. Operational Plan Matrix;
 - e. Risk Management Plan,
 - f. Monitoring Tools;
 - g. Risk/Opportunities Re-Assessment;
 - h. Risk/Opportunities Monitoring Log;
 - i. Risk Assessment of the Budget Office;
 - j. Other documents needed by the higher authorities and other office
3. Monitor, follow up and update the Unpaid Balances of Obligation of previous year incurred both MDS & STF.
4. Summary of Unpaid obligation under MDS Fund (Dues and Demandable & Not yet Due & Demandable) FAR No. 3.
5. Coordinate with the immediate supervisor concerns regarding fund that should be acted upon by the office.
6. Monitor ledger on the Allotment, Obligations and Balances of all the Fiduciary-Miscellaneous Fees prior years.
7. Perform additional duties as required by immediate supervisor and by the higher authorities.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Exposito 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 **December 15, 2021- December 25, 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 bediscussed during interview. For additional information you may also call 980-0385 local 1804.



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HUMAN RESOURCE MANAGEMENT OFFICE

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2. One (1) Administrative Aide III-SG3

(Under Job Order Status; to be assigned at the Resource Management Office, BatStateU – Rosario)

Education: Degree on any four (4) year course related in business.

Experience: At least one year (1) year work experience.

Expertise: Sales and Marketing, Microsoft Office, Record Keeping, Inventory Management and Written and Verbal Communication.

Eligibility: None required

Salary Grade 3 – 92.54 / hour

Duties and Responsibilities:

- Responsible for the overall operation of RGO;
- Conduct inventories of all items of each business units;
- Prepare and submit monthly inventory uniforms, books and other items to RGO PB;
- Request items for sale as inventories and ensure adequate stocks of each item;
- Monitor and supervises canteen operations;
- Ensure completeness of documentary requirements and must be knowledgeable on the work instructions of each transacton;
- Establish rapport with other staff, supervisors, administration and other stakeholders of the university;
- Develop and suggest new business ideas; and
- Perform other tasks that may be assigned from time to time

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 III-SG3**.

Submission of application is only from **December 15, 2021- December 25, 2021**.

7. 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;
8. Performance rating in the last rating period (if applicable);
9. Scanned copy of certificate of eligibility/rating/license;
10. Scanned copy of Transcript of Records;
11. Scanned copy of Diploma;
12. Scanned copy of other credentials.

-Certificate of Seminar/Trainings attended; and

-Certificate of Employment (if previously employed).

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3. One (1) NURSE –SG11

(Under Job Order Status; to be assigned at the Health Services Department, BatStateU – Lemery)

Education: Bachelor of Science in Nursing

Experience: At least one year (1) year work experience.

Expertise: Preferably with BLS/ACLS training; Knowledgeable on Microsoft Office program.

Eligibility: None required

Salary Grade 11- 162.80/hr

Duties and Responsibilities:

1. Nursing Management
 - a. Provide assessment and treatment within the scope of professional nursing practice and refer to medical officer accordingly;
 - b. Assist medical officer during minor surgeries;
 - c. Give interventions for acute or chronic illnesses and injuries;
 - d. Extend medical assistance during university activities such as field trips, sports events, etc.
2. Health promotion and diseases prevention
 - a. Present the department's services during students' orientation;
 - b. Disseminates information about health promotion;
 - c. Immunization against preventable diseases;
3. Health Appraisal
 - a. Pre-enrolment and pre- employment medical examination;
 - b. Medical examination of students who will undergo on the job training, off- campus activities and pre- athletic participation;
 - c. Blood pressure and Glucose monitoring;
4. Case findings and referral system;
5. Participation in the development, implementation and evaluation of school health policies;
6. Participation in continuing professional education by seminars and trainings; and
7. Accomplishment of periodic reports of the department.

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: NURSE-SG11**.

Submission of application is only from **December 15, 2021- December 25, 2021**.

13. 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;
14. Performance rating in the last rating period (if applicable);
15. Scanned copy of certificate of eligibility/rating/license;
16. Scanned copy of Transcript of Records;
17. Scanned copy of Diploma;
18. 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.