



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) PRIVATE SECRETARY I**

**(Under Coterminous Status; To be assigned at the Office of the University President, BatStateU – Central)**

**Education:** Completion of 2 years studies in college

**Training:** None Required

**Experience:** None Required

**Eligibility:** None Required

**Competency:** Records and Data Management; Clerical Skills; Driving Skills; Problem Solving and Decision Making; Interpersonal Skills; Communication Skills; Professional Integrity.

**Salary Grade 11 – (23877 + 2000 PERA /month)**

**Duties and Responsibilities:**

- Coordinate activities of the Office of the President with other offices inside and outside the University as may be required;
- Assist during official appointments and functions inside and outside the University;
- Prepare logistics related to travel and engagements outside the University;
- Help maintain an organized filing system, both physical and electronic, for the President;
- Serve as a reliever driver for the University President; and
- Perform other duties / errands as may be required by the University President.

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 December 15, 2021.**

1. Fully accomplished **Personal Data Sheet (PDS)** and **Work Experience Sheet** with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
2. **Performance rating** in the last rating period (if applicable);
3. Photocopy of certificate of **eligibility/rating/license/employment/trainings attended**; and
4. Photocopy of **Transcript of Records**.

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

**FOR STRICT COMPLIANCE.**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Qualified applicants may send their application letter addressed to the University President, **Dr. Tirso A. Ronquillo**, thru **Dr. Irene H. Maralit**, OIC Asistant Director of HRMO, together with your **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 as Private Secretary I. Submission of application is only from December 6, 2021 - December 15, 2021.**

The above positions are for immediate hiring. Terms and conditions of employment will be discussed during the interview. For additional information you may also call 980-0385 local 1104.