



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas

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 position:

1. One (1) Education Program Specialist I – SG 12

(Under Job Order Status; To be assigned at the Quality Assurance Management Office, BatStateU JPLPC – Malvar)

Education: Any four (4) year Bachelor's Degree

Experience: At least one (1) year job related experience

Expertise: Advance skills in Microsoft Office; quality management skills and ability to perform administrative duties

Salary Grade 12 (177.63 per hour)

Duties and responsibilities:

- Coordinates activities in the implementation of education programs within the college;
- Develops and implements procedures to ensure compliance with university goals and objectives;
- Comply to program policies and all pertinent laws, rules (CMO's) and regulations and advise on methods to gain compliance;
- Compiles information and reports on program implementation;
- Prepares budget request for planned activity or assigned project;
- Provides input into management decisions related to specific education program (rationalization, merging, offering of new courses, closing of existing program);
- Provides statistical data and analysis required by the other offices/institutions/agencies;
- Participates on university work groups to integrate and plan projects;
- Develops and maintain system for collection and analysis of data on specific education program and/or service components;
- Disseminates current information, policies and procedure to faculty and college staff;
- Prepares letters and other form of communication for internal and external clients;
- Prepares QAM documents and pertinent files;
- Prepares minutes of the meeting;
- Performs other related task assigned by immediate supervisor.

Qualified applicants may send the following documents with the email subject **ATTN: Application for EPS - QAM** at recruitment.malvar@g.batstate-u.edu.ph;

1. Application letter with applicant's signature addressed to:

DR. TIRSO A. RONQUILLO

University President

Batangas State University

Thru: **FLORINA P. SANTIAGO, MSc, RPm**

Head, HRMO

Batangas State University JPLPC - Malvar

2. Updated resume/ curriculum vitae with applicant's signature;
3. Diploma and Transcript of Records;
4. Other pertinent documents such as Trainings & Seminars, Certificate of Employment, PRC Rating, License etc. *(if applicable)*

Note: Kindly combine all the application documents into one PDF file only. Submission of application is from **January 27, 2022 – February 5, 2022**.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may reach us at recruitment.malvar@g.batstate-u.edu.ph.

Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.