



Republic of the Philippines
BATANGAS STATE UNIVERSITY-LIPA

Marawoy, Lipa City
Tel. Nos.: (043) 980-0385 loc.3112

Email Address: recruitment.lipa@g.batstate-u.edu.ph • Website Address: <https://www.batstate-u.edu.ph>

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) Education Program Specialist I - SG 12
(Under Job-Order Status: To be assigned at the Accreditation Center, BatStateU-Lipa)**

Education: Graduate of any 4-year program.
Experience: At least 6 months of relevant experience.
Expertise: Have knowledge and skills in quality assurance processes like Accreditation System, Quality Management System, and the like.
With excellent skills in MS Office, Photoshop, Canva, Video Editing, and has good command in written communication.

Salary Grade: SG 12 (177.63/hr)

Duties and Responsibilities:

- Plans, develops, coordinates and implements assessments, accreditation, and academic program review activities across colleges; continually monitors progress towards identified goals and objectives in an effort to support continual accreditation of the colleges.
- Collects, compiles and analyzes data related to faculty qualifications, curriculum standards, enrollment, and other academic activities for the purposes of accreditation, academic program reviews, self-studies, college-level decision-making, and other related activities.
- Leads or works as a team member to evaluate and/or quality assure the academic program offerings to uphold the quality standards.
- Prepares, maintains and safe-keeps pertinent accreditation records and other correspondence of the colleges.
- Coordinates and follow-up necessary documents/data with other office concerned.
- Conducts evaluation/assessment in the ten (10) Areas of Accreditation and analyze the gaps to determine the causes, needs and possible relevant action to close the gaps.
- Provides assistance during the RQAT and Accreditation Survey visits.
- Submits evaluation reports for appropriate management action.
- Prepares and ensures accurate and timely submission of periodic reports and other correspondence.
- Performs miscellaneous job-related duties as assigned.

Qualified applicants may send their application at recruitment.lipa@g.batstate-u.edu.ph with the subject **RE: Application for Education Program Specialist I (Lipa Campus)**. Submission of application is from **January 25, 2022 to February 04, 2022** with the following documents:

1. Application Letter addressed to:

Atty. ALVIN R. DE SILVA
Chancellor, BatStateU-Lipa

Thru:

Ms. ESTER M. IGLOPAS
Head, HRMO - Lipa

2. Updated resume and/or fully accomplished Personal Data Sheet (with recent passport-sized picture, CS. Form 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Scanned copy of Work Experience Sheet (Attachment to CS Form No. 212) which can be

downloaded at www.csc.gov.ph;

4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of Eligibility/License/Ratings (if any); and
7. Scanned copy of other credentials:
 - *Certificate of Employment (if previously employed); and*
 - *Relevant certificate of Training/Seminars attended (for webinars, kindly submit proof of registration or attendance aside from the certificate, for verification.)*

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.

Note:

*1. Kindly combine all the application documents into **one (1) PDF file** only. Only with complete documents will be processed.*

2. The HRMO is strictly taking precautionary measures and will be doing the hiring process online.