



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) Development and Publications Officer- SG 14  
(Under Job Order Status; to be assigned at the Center for Innovation in  
Engineering Education (CIEE), BatStateU - Central)**

**Education:** Graduate of any engineering degree with knowledge of and interest in international affairs; preferably with master's degree or units

**Experience:** At least 3 years of experience in business development or marketing and/or publication of communication materials, preferably of journals, magazines and newsletters and in academic setting

**Competencies:** Outstanding command of English, particularly in writing and editing; strong organizational skills and an extraordinary attention to detail, possesses a good understanding of customer service

**Salary Grade 14 – 209.99/hr**

**Duties and Responsibilities:**

- Build strong relationships with sponsors, industry leaders and delegates
- Research opportunities within the organization where it may be possible to develop existing or new events in order to achieve the office goals
- Provide support in the organization of high-profile events including business meetings, seminars, conferences, networking events and exhibitions
- Liaise with internal departments/colleges to create event proposals, secure speakers and develop the event agenda
- Take a lead role in setting and managing event budgets, sourcing of venues and suppliers, manage development of copy and structure for printed materials working with the in-house editorial and design team
- Be responsible for developing the marketing campaign for specific events (including both print and digital media)
- Manage event speakers, providing briefings and support
- Assisting with the organization of the manuscript peer-review process
- Conducting photo research for publications and coordinating the dissemination of publications
- Copy editing, formatting, fact checking, and proof reading.

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

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, Assistant 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 for Development and Publications Officer**. Submission of application is only from **January 26, 2022 - February 04, 2022**.

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.