



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) Planning Officer I – SG 11**

**(Under Job Order Status; To be assigned at the Institutional Planning and Development Office, BatStateU – Central)**

**Education:** Bachelor's degree related to the position

**Experience:** Experience in data collection, consolidation and conceptualization in the preparation of the annual report of the University. With background in designing and making of different statistical brochures. Experience in using different graphic design software such as Photoshop and InDesign. Experience in the conduct of periodic evaluation of the University's development plans.

**Competencies:** Ability in technical writing. Demonstrate good communication skills. Capable in developing presentation material in related to the topic. Able to review / summarize planning related documents accurately.

**Salary Grade 11 – (162.80/hour)**

**Duties and Responsibilities:**

- Facilitate the distribution of the Quarterly Office Performance Monitoring Form
- Evaluate and examine performance monitoring form to obtain insights on how processes may be improved to produce excellent output.
- Prepare and submit technical report regarding the evaluation of the quarterly accomplishment report of different offices.
- Consolidate data needed for the substantial content of the Annual Report from various offices.
- Collate the collected data.
- Conceptualize, develop and produce a systematic layout design of the Annual Report.
- Sustain progressive revisions of the Annual Report;
- Prepare the actual output through draft printing subject for approval.
- Prepare necessary documents and actions to carry out printing and publishing of finalized and approved report.
- Distribute the University's published Annual Report to various offices.
- Check the accuracy of the data for Form A, B, C and E5 submitted to CHED.
- Check the accuracy of the data for SUC Normative Funding Forms submitted to CHED.
- Collect, check and verify data which are for inclusion in the databank.
- Manage the electronic data bank and information system
- Produce information requested form the electronic data bank and information system.
- Conduct policy researches to ascertain effectiveness of existing policies or to recommend new policies.
- Conduct surveys and other data – gathering procedures to ascertain the effectiveness of existing policies
- Develop recommendations based on research conducted.
- Provide technical support during annual review and evaluation of development plans
- Prepare powerpoint presentation and other needed documents.
- Prepare technical reports and minutes of the meetings in relation to annual review and evaluation of development plans.
- Consolidate, finalize and submit PBB initial targets to the President.
- Consolidate finalize and submit Annual Accomplishment for PBB for submission

- upon approval to the PBB Taskforce.
- Conduct initial assessment of Office Performance and Commitment and Review (OPCR) Form from different offices as to the accuracy and validity of targets and accomplishments
  - Prepare and revise the APP / PPMP and Budget Proposal of the office.
  - Prepare communication letters and manage particular incoming/outgoing documents for paper dissemination and documentation.

**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 with the Subject - ATTN: Application as Planning Officer I. Submission of application is only from January 28, 2022 – February 06, 2022.**

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.