



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

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) Technical Staff (International Affairs) – SG 10
(Under Job Order Status; To be assigned at the External Affairs Office,
BatStateU -Central)

Education: Graduate of Tourism Management or Development
Communication Services

Experience: Expose to International Affairs programs and activities; Working and transacting business with foreigners; Evaluating and processing documents with different foreign institution and organizations.

Competencies: Ability to communicate effectively; Clear and concise writing; Documentation and management of program and activities.

Salary Grade 10 – (144.58/hour)

Duties and Responsibilities:

- Work closely with the Director for External Affairs issues, guidelines and policies concerning international affairs;
- Conduct and evaluate programs and activities regarding international partnerships/collaborations;
- Create collaborative programs to foreign students and their issues;
- Prepare all necessary documents/requirements needed by the foreign student to be submitted to CHED, DFA, and Bureau of Immigration;
- Monitor and update status of international linkages, international membership and foreign students;
- Sends communication through email, scans documents, and necessary data for the preparation of different reports in the office;
- Receives notices, letters, memoranda and other documents from different offices;
- Keeps, files/organizes documents and manages the records in the office for fast and easy reference/access;
- Receives and directs phone calls to designated persons;
- Performs other task as may be required by the immediate supervisor.

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 **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 for Technical Staff (International Affairs)**. Submission of application is only from **January 03, 2022 to January 12, 2022**.

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

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.