



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) 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](mailto:recruitment.central@g.batstate-u.edu.ph) with the subject **ATTN: Application for Technical Staff (International Affairs)**. Submission of application is only from **January 17, 2022 to January 26, 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.