



Republic of the Philippines
BATANGAS STATE UNIVERSITY

The National Engineering University

Rizal Avenue Ext., Batangas City, Batangas, Philippines 4200

Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 1104/1105

E-mail Address: hrmo.central@g.batstate-u.edu.ph | Website Address: <http://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 position:

One (1) Board Secretary I – SG 14

(Under Permanent Status; To be assigned at the Office of the University and Board Secretary, BatStateU – Central Administration)

Education: Bachelor's degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Competencies: Records and Data Management; Clerical Skills; Technology Skills; Knowledge of Data Access and Protection Legislation; Internal Control; Problem Solving and Decision Making; Interpersonal Skills; Communication Skills; Professional Integrity

Eligibility: Career Service (Professional) Second Level Eligibility

Salary Grade 14 – (33843 + 2000 PERA/month)

Duties and Responsibilities:

- Provide technical assistance to the Board of Regents, University Administrative and Finance Committee and President's Advisory Council;
- Prepare office communications and other related documents;
- Prepare agenda folders for the meetings of the Board of Regents, University Administrative and Finance Committee as well as the President's Advisory Council;
- Transcribe and keep the record of all the proceedings of the Board of Regents, University Administrative and Finance Committee as well as the President's Advisory Council;
- Prepare certifications/resolutions and minutes of the meetings of the Board of Regents, University Administrative and Finance Committee as well as the President's Advisory Council;
- Serve as secretariat of committees constituted by the University President;
- Coordinate concerns of the Committee and Board to all units concerned; and
- Perform other related tasks that may be directed by higher authorities from time to time.

Qualified applicants should signify their interest in writing. Attach the following documents to the **application letter** addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, Assistant Director of HRMO**:

1. Fully **accomplished (Notarized/Under Oath) Personal Data Sheet (PDS) and Work Experience Sheet** with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Updated **Resume**;
3. **Performance rating** in the last rating period (if applicable);
4. Photocopy of **certificates of Eligibility/Rating/License**
5. Photocopy of **certificates of Employment & Trainings attended**; and
6. Photocopy of **Transcript of Records**.



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Submission of application documents may be thru any of the following:

- **HRMO – Central** located at 2nd floor, Jose Rizal Bldg., BatStateU Pablo Borbon Campus.
- http://emc2.batstate-u.edu.ph/hr/publcs/job_view/2251 then click the  button
- recruitment.central@g.batstate-u.edu.ph with the subject **ATTN: Application for Board Secretary I at Office of the University and Board Secretary**

Submission of application is only from **April 18-April 28, 2024**.

NOTE: INCOMPLETE DOCUMENTS SHALL NOT BE PROCESSED. 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.