



Republic of the Philippines
BATANGAS STATE UNIVERSITY

The National Engineering University

Pablo Borbon Campus

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

Tel Nos.: (+63 43) 980-0385 local 1804-1805

E-mail Address: hrmo.pb@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) Education Program Specialist I – SG 12

(Under Job Order Status, to be assigned under the Quality Assurance Management Office, BatStateU – Pablo Borbon Campus)

Education: Any relevant degree

Experience: Preferably with experience in quality assurance and program and institutional accreditation and evaluation and preparation of ISO documents.

Competencies: Good communication skills (written and oral); Data Analysis and Document Management; and Proficient in writing articles and newsletter.

Eligibility: None Required

Monthly Salary: 198.85/hr

DUTIES AND RESPONSIBILITIES:

1. Collect, evaluate, and control QMS documents (Quality Objectives, Performance Monitoring Tools, Calibration Certificates);
2. Monitor the preparation and submission of QMS documents;
3. Prepare Non-Conformity and Corrective Action Report;
4. Internally interview the accreditation documents of programs applied for survey visits;
5. Review, analyze, and summarize per office/ vice chancellors the AACCUP-issued accreditation findings and recommendations and/or technical review and board action;
6. Prepare QAM-PB Newsletter;
7. Prepare reports and communication letters;
8. Provide support in the internal/ external ISO audit;
9. Assist colleges on the accreditation, COE/ COD, COPC, and PRC preparation and submission of required documents, and the conduct of mock accreditation;
10. Performs other duties of a similar or related level as necessary of assigned.

Interested applicants may send their application thru: http://emc2.batstate-u.edu.ph/hr/publics/job_view/2277 and look for **(1) Education Program Specialist I to be assigned under the Quality Assurance Management Office of BatStateU – Pablo Borbon Campus** job posting.

Submission of application is from **April 30 – May 09, 2024**

Below are the following application requirements:

1. Application Letter addressed to:

Dr. TIRSO A. RONQUILLO
University President
Batangas State University

Thru: Asst. Prof. SHIRLYNE M. GUHIT
Head, HRMO – Pablo Borbon

2. Updated resume and fully accomplished Personal Data Sheet (with recent passport-sized picture, CS Form No.212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Scanned copy of work experience sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
4. Scanned copy of Transcript of Records;

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5. Scanned copy of Diploma;
6. Scanned copy of Eligibility/License/Ratings (if any);
7. Scanned copy of other credentials:
 - *Certificate/s of Employment (if previously employed)*
 - *Relevant certificate of Training/Seminars attended (for webinars, kindly submit proof of registration or attendance aside from the certificate, for verification).*

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 980-0385 loc. 1804.