



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
**The National Engineering University**  
**ARASOF-Nasugbu Campus**

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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 given position:

1. **One (1) Project Technical Aide V – Salary Grade 8 (Under Job Order status; To be assigned at the College of Arts and Sciences/ Department of Science and Technology - Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development- of BatStateU ARASOF - Nasugbu)**

<b>Education:</b>	BS degree relevant to the nature of the work in the position
<b>Experience:</b>	None Required
<b>Eligibility:</b>	None Required
<b>Competencies:</b>	Clerical Skills; Proficient in written English/has knowledge in technical writing; Good Interpersonal Skills; and Exude initiative and resourcefulness
<b>Salary Grade:</b>	8 - (134.62/hour)

### Duties and responsibilities

- Provide administrative and logistical support in pre- and post-activity arrangements for project meetings, workshops, and other activities;
- Assist in the request and acquisition of laboratory, field, and other supplies necessary for the project;
- Assist in the integration and consolidation of reports for the funding and implementing agencies;
- Assist in the coordination and documentation of project activities; and
- Perform other duties and responsibilities assigned by the Project Leader.

Qualified applicants may submit the following documents:

1. **Signed Application Letter** addressed to the Chancellor in the ff format (*kindly indicate the position and office you're applying*):

**Prof. ENRICO M. DALANGIN, Ph.D.**

Chancellor

BatStateU ARASOF- Nasugbu

Thru: **Ms. AIMEE ROXANNE U. PERCANO, MBA**


Head, Human Resource Management Office

BatStateU ARASOF-Nasugbu

2. Fully **accomplished 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](http://www.csc.gov.ph);
3. **Performance rating** in the last rating period (if any);
4. Original copy of Authenticated **Certificate of Eligibility/Rating/License** (if any);
5. Original copy of Authenticated **Transcript of Records and Diploma**;

6. Photocopy of other credentials:
- **Certificate of Employment (COE)** if previously employed; and
  - **Relevant Certificate of Trainings/Seminars Attended** within the last five (5) years.

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

1. **HRMO ARASOF-Nasugbu** – located at the back of the Joson Gymnasium, BatStateU ARASOF-Nasugbu Campus.
2. [https://emc2.batstate-u.edu.ph/hr/publics/job\\_view/2299](https://emc2.batstate-u.edu.ph/hr/publics/job_view/2299) then click the  button.
3. [recruitment.nasugbu@g.batstate-u.edu.ph](mailto:recruitment.nasugbu@g.batstate-u.edu.ph) with the subject: **ATTN: Application for Project Technical Aide V at College of Arts and Sciences/ DOST-PCAARRD**

Submission of application documents is from **May 5, 2024 to May 15, 2024.**

**NOTE: INCOMPLETE DOCUMENTS SHALL NOT BE PROCESSED.**

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information, you may call (043) 416 0350 local 402 or (0919) 079 0673.