



Republic of the Philippines
BATANGAS STATE UNIVERSITY
The National Engineering University

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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:

One (1) Education Program Specialist I

(Under Job Order Status; To be assigned at the Curriculum and Instruction Office, BatStateU – Central Administration)

Education: Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job

Experience: 2 years of experience in education, research, development, implementation, or other relevant experience

Competencies: Ability to design, review and evaluate curriculum materials; Skills in creating effective instructional strategies, activities, and materials to enhance teaching and learning outcomes for recommendations; Ability to collect, analyze and interpret data relevant to the curriculum development, enhancement and revisions; Knowledge of various assessment methods and strategies to measure student learning outcomes; Skills in planning, organizing and facilitating professional development activities; Ability to collaborate with key persons to communicate effectively; Strong understanding of the subject matter; Awareness and sensitivity to diverse cultural background; Capability to manage multiple projects simultaneously; Effective technical Writing and Business Writing; Understanding the national and university educational policies, standards and guidelines; Ability to ensure and monitor compliance related to standards, policies, and guidelines

Eligibility: None required

Salary Grade 12 – (198.85/hour)

Duties and Responsibilities:

1. Gives technical advice on compliance with curriculum and learning standards in a discipline;
2. Revises and gathers written comments on curriculum standards;
3. Participates on work group or task forces to modify curriculum;
4. Assist director to design and implement strategies to improve curriculum and instruction in a discipline;
5. Assists in the development of evaluation criteria used in program assessment;
6. Prepares communication letter and memorandum;
7. Keeps the curriculum and instruction program up to date with particular emphasis on evaluating new developments in instructions;
8. Prepares and submits reports to the director on the progress and accomplishments in the curriculum development and instruction programs;
9. Disseminates current information, policies and procedures to colleges relative to standards of curriculum and instructions;
10. Performs other duties/tasks as assigned 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 your updated resume, transcript of records, certificates of employment and trainings attended and other credentials thru:

- http://emc2.batstate-u.edu.ph/hr/publics/job_view/2464 then click the  button.

Submission of application is only from **June 19-June 29, 2024**

NOTE: THESE APPLICATION DOCUMENTS SHALL BE SUBMITTED THRU BATSTATEU WEBSITE ONLY. 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.

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