



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
**The National Engineering University**  
**Alangilan Campus**

Golden Country Homes, Alangilan, Batangas City, Batangas, Philippines 4200

Tel. No.: (+63 43) 425-0139 loc 2105; Cell. No.: +63936-933-9835

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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. Two (2) Psychometrician

**(Under Job Order Status; To be assigned at Testing and Admission Office, BatStateU – TNEU Alangilan Campus)**

**Education:** Bachelor's Degree in Psychology.

**Experience:** Preferably with one (1) year relevant experience.

**Competencies:** Professional Integrity, Administrative Skills, Technical and Creativity Skills, Communication Skills, Interpersonal Skills.

**Eligibility:** Registered Psychometrician.

**Salary:** Php184.09/hour

### Duties and Responsibilities:

- Constructs and validates tests;
- Prepares reports and documents pertaining to the activities of Testing & Admission Office such as Performance Monitoring, Testing Program, Program Monitoring and Evaluation Report, Office Performance Commitment and Review, Action Plan, Inventory of Employees, Organizational Chart;
- Assists the graduating and non-graduating students in the administration, checking, scoring and interpretation of psychological tests and non-psychological tests which they may need in their researches and theses;
- Assists the faculty in exposing the students to different psychological and non-psychological tests as well as in training them on how to administer, score and interpret such tools allowing them to participate in the Administration of the Test.
- Layouts application forms;
- Revises controlled documents;
- Disseminates information pertaining to the services offered by TAO and entertains queries concerning the said office;
- Manages Testing and Admission Official Facebook Page and post approved announcements;
- Coordinates with the Heads and / or coordinators of different campuses about the services of TAO and other information pertaining to the functions of the TAO;
- Administers, checks and interprets psychological tests of Teaching, Non-Teaching, Casual, Temporary and applicants;
- Administers, checks and interprets the Entrance Examination of student applicants;
- Evaluates application forms and documentary requirements for College Admission and Graduate School Admission Application;
- Prepare psychological reports of Teaching, Non-Teaching, Casual, Temporary and applicants;
- Keeps and updates the records in Testing and Admission of Teaching, Non-Teaching, Casual, Temporary and applicants;
- Prepares reports and documents pertaining to the college application, such as Application Summary, as requested;
- Issues test results to all applicants;
- Keeps and updates the records in Testing and Admission of College students;
- Ensures confidentiality of all Testing and Admission Office documents; and
- Perform other tasks that may be assigned by higher authorities.

Qualified applicants should signify their interest in writing. Attach the following documents to the application letter addressed to:

**Dr. Tirso A. Ronquillo**  
University President



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## Human Resource Management Office

Thru: **Engr. Suzette M. Mercado,**  
Head of HRMO - Alangilan,

1. 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)
2. Updated Resume;
3. Photocopy of certificates of Eligibility (if applicable);
4. Photocopy of certificates of Employment & Trainings attended; and
5. Photocopy of Transcript of Records and Diploma.

**Submission of application documents may be done thru the following from July 12-22, 2024:**

- [https://emc2.batstate-u.edu.ph/hr/publcs/job\\_view/2610](https://emc2.batstate-u.edu.ph/hr/publcs/job_view/2610) then click the  button.
- Email: [recruitmentandhiring.alangilan@g.batstate-u.edu.ph](mailto:recruitmentandhiring.alangilan@g.batstate-u.edu.ph) with the subject:  
**Re: Application for Psychometrician - TAO**
- **Hard copy of complete documents: HRMO Alangilan** located at 3rd floor, Student Services Center, BatStateU Alangilan Campus

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) 425-0139 local 2105.