



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

A. Tanco Drive, Marawoy, Lipa City, Batangas, Philippines 4217  
Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 3112

E-mail Address: [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@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) Sanitation Inspector II – SG 8

**(Under Job Order Status: To be assigned at the Environmental Management Unit, BatStateU-Lipa)**

**Education:** BS Sanitary Engineering or other relevant courses

**Experience:** Minimum of one (1) year experience in environmental management and/or sanitation practices

**Training:** Completion of at least 4 hours of relevant training

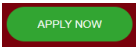
**Competencies:** Thorough understanding of and experience in ensuring compliance with environmental laws, including but not limited to PD 1586, RA 9003, RA 9275, RA 8749, RA 6969; knowledgeable in using Online Permitting and Monitoring System (OPMS) of the DENR

**Eligibility:** None required

**Salary:** 134.62 per hour

#### Duties and Responsibilities:

- Assist the Unit Head/PCO in identifying significant environmental aspects and impacts of the establishment's operational activities and recommend possible mitigating measures in the formulation/preparation and/or review of the Environmental Management Plan and Contingency Plan.
- Assist the Unit Head/PCO in the preparation and compilation of documents for compliance with ECC conditions.
- Assist the Unit Head/PCO in the preparation and submission of Environmental Monitoring Reports such as Self-Monitoring Report (SMR) and Compliance Monitoring Report (CMR) through the EMB website.
- Assist the Unit Head/PCO in monitoring and maintaining the University's Environmental Compliance.
- Assist the Unit Head/PCO in the application and renewal of Permits and Certificates from EMB CALABARZON.
- Prepare a draft of the Budget/PPMP of the Unit.
- Prepare all the Purchase Requests for budget approval.
- Compile and prepare monthly Environmental Reports such as Water and Electric Consumption, Solid Waste Monitoring, Walk-Through Inspection Reports, and Portable Fire Extinguisher Inspection Reports.
- Assist the Unit Head during the Walk-Through Inspection and Fire Extinguisher Inspections.
- Conduct sanitation inspections regularly.
- Prepare the Accomplishment Report of the Unit.
- Maintain and manage all the documents, materials, and equipment of the Unit.
- Update the database of transactions, services, and targets.
- Maintain the cleanliness of the assigned work area regularly.
- Do other tasks entrusted by the Supervisor in conformity with civil rules and regulations.

Qualified and interested applicants may send their application thru [http://emc2.batstate-u.edu.ph/hr/publcs/job\\_view/2888](http://emc2.batstate-u.edu.ph/hr/publcs/job_view/2888) and look for **Sanitation Inspector II – EMU (Lipa Campus)** job posting then click  button or send it to [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) with subject **Re: Application for Sanitation Inspector II – EMU (Lipa Campus)**, submission of application is from **September 10-20, 2024:**



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

A. Tanco Drive, Marawoy, Lipa City, Batangas, Philippines 4217  
Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 3112

E-mail Address: [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) | Website Address: <http://www.batstate-u.edu.ph>

---

## Human Resource Management Office

Below are the following application requirements:

1. **Application Letter** addressed to:

**Atty. ALVIN R. DE SILVA**  
Chancellor, BatStateU-Lipa  
Thru:

**Ms. ESTER M. IGLOPAS**  
Head, HRMO

2. **Updated resume** and

3. **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](http://www.csc.gov.ph);

4. Scanned copy of **Work Experience Sheet** (Attachment to CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);

5. Scanned copy of **Transcript of Records**;

6. Scanned copy of **Diploma**;

7. Scanned copy of **Certificate of Eligibility/License/Ratings** (if any);

8. Scanned copy of other credentials:

- ***Certificate/s of Employment** (if presently and/or previously employed)*
- ***Relevant certificate of Training/Seminars** attended (for webinars, kindly attach as well your proof of attendance or screenshot of emailed certificates, for verification).*

**NOTE: KINDLY SEND YOUR APPLICATION DOCUMENTS IN ONE (1) PDF FILE ONLY. INCOMPLETE APPLICATION DOCUMENTS WILL NOT BE PROCESSED. FOR STRICT COMPLIANCE.**

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) 774-2526 loc.3112.