



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) Registrar I – SG 11

(Under Permanent Status: To be assigned at the Registration Services, BatStateU-Lipa)

<b>Education:</b>	Bachelor's degree relevant to the job
<b>Experience:</b>	None required
<b>Training:</b>	None required
<b>Competencies:</b>	Interpretation and Application of Institutional and External Data; Knowledge of Data Access and Protection Legislation and Frontline Services Legislations; Records and Data Management; Technology Skills; Leadership and Management; Problem Solving and Decision Making; Communication Skills; Interpersonal Skills; and Professional Integrity
<b>Plantilla Item No.:</b>	BTSUB-R1-1-2001
<b>Eligibility:</b>	Career Service (Professional) Second Level Eligibility
<b>Salary Grade:</b>	Php 28,512.00 + Php 2,000.00 PERA/month

### Duties and Responsibilities:

- Supervise the accomplishment and safe keeping of student records.
- Plan, implement, administer, monitor, and evaluate all of the specific functions and services of the Registrar's Office, including operating policies, procedures, processes, and systems.
- Develop and modify policies and systems in accordance with institutional needs and objectives, as well as external regulations.
- Enforce submission of entrance requirements and validation and certification of transfer credentials, transcript of records, student permanent records and certification for incoming and outgoing credentials.
- Prepare and submit all reports on enrollment, graduation and other data which may be requested by the other offices.
- Prepare and submit the records of candidates for graduation for approval/consultation with the respective heads/deans.
- Issue transfer credentials, transcript of records, certifications, student permanent records, certificates of transfer credentials and diploma.
- Activate the online submission of grades of Faculty Member.
- Assist the deans/heads of department/college during registration in determining subject load.
- Prepare and submit documents for ISO, SUC, CSC, PRC, CHED, Accreditation and/or Audit Committee and other related documents as requested by higher officials and/or offices.
- Act on all correspondence and verifications regarding student's records.
- Rate the performance of subordinates.
- Represent the Office in all meetings, conferences, seminars and other activities.
- Perform other tasks that may be assigned by the immediate head/higher authorities from time to time

### Qualified applicants shall submit the following application documents:

1. **Application Letter** addressed to:

**Dr. TIRSO A. RONQUILLO**  
University President  
Batangas State University, The NEU



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
**Human Resource Management Office**

Thru:

**Atty. ALVIN R. DE SILVA**  
Head, HRMO  
Batangas State University, The NEU - Lipa

2. **Updated Resume;**
3. **Fully accomplished (NOTARIZED WITHIN THE PUBLICATION PERIOD) Personal Data Sheet (CS Form No. 212, Revised 2017)**, with recent passport-sized picture which can be downloaded at CSC website ([www.csc.gov.ph](http://www.csc.gov.ph));
4. **Fully accomplished Work Experience Sheet (Attachment to CS Form No. 212)**, which can be downloaded at CSC website ([www.csc.gov.ph](http://www.csc.gov.ph));
5. Scanned copy of **Transcript of Records and Diploma**.
6. Scanned copy of **Certificates of Eligibility/Ratings/License**;
7. **Performance rating** in the last two (2) rating periods (if applicable);
8. Scanned copy of **Certificates of Employment**;
9. Scanned copy of **Certificates of Relevant Seminars and Training attended for last five (5) years** (for webinars, please attach as well your proof of registration or the screenshots of the emailed certificates, for verification purposes).

Submission of application documents may be done thru any of the following from  
**October 7-17, 2024:**

- **Human Resource Management Office (HRMO)** located at 3<sup>rd</sup> Floor Teresa A. Solis Building, Batangas State University-Lipa Campus;
- [http://emc2.batstate-u.edu.ph/hr/publics/job\\_view/2980](http://emc2.batstate-u.edu.ph/hr/publics/job_view/2980) and look for **Registrar I - Permanent (Lipa Campus)** job posting, then click the  button; or
- [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **Re: Registrar I - Permanent (Lipa Campus)**.

**NOTE:** The above position is for immediate hiring. Kindly send your application documents in **one (1) PDF file only**. Incomplete application documents will not be processed, for strict compliance. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 779-8400 loc.3112.