



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**

**The National Engineering University**

Rizal Avenue Ext., Batangas City, Batangas, Philippines 4200

Tel Nos.: (+63 43) 779-8400; 406-8800 loc. 1104/1105

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

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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 position:

**One (1) Board Secretary I – SG 14**

**(Under Permanent Status; To be assigned at the Office of the University and Board Secretary, BatStateU – Central Administration)**

**Education:** Bachelor's degree relevant to the job

**Experience:** 1 year of relevant experience

**Training:** 4 hours of relevant training

**Competencies:** Records and Data Management; Clerical Skills; Technology Skills; Knowledge of Data Access and Protection Legislation; Internal Control; Problem Solving and Decision Making; Interpersonal Skills; Communication Skills; Professional Integrity

**Eligibility:** Career Service (Professional) Second Level Eligibility

**Salary Grade 14** – (33843 + 2000 PERA/month)

**Duties and Responsibilities:**

- Provide technical assistance to the Board of Regents, University Administrative and Finance Committee and President's Advisory Council;
- Prepare office communications and other related documents;
- Prepare agenda folders for the meetings of the Board of Regents, University Administrative and Finance Committee as well as the President's Advisory Council;
- Transcribe and keep the record of all the proceedings of the Board of Regents, University Administrative and Finance Committee as well as the President's Advisory Council;
- Prepare certifications/resolutions and minutes of the meetings of the Board of Regents, University Administrative and Finance Committee as well as the President's Advisory Council;
- Serve as secretariat of committees constituted by the University President;
- Coordinate concerns of the Committee and Board to all units concerned; and
- Perform other related tasks that may be directed by higher authorities from time to time.

Qualified applicants should signify their interest in writing. Attach the following documents to the **application letter** addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, Assistant Director of HRMO**:

1. Fully **accomplished (Notarized/Under Oath) 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. **Performance rating** in the last rating period (if applicable);
4. Photocopy of **certificates of Eligibility/Rating/License**
5. Photocopy of **certificates of Employment & Trainings attended**; and
6. Photocopy of **Transcript of Records**.



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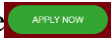
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### Human Resource Management Office

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

- **HRMO – Central** located at 2nd floor, Jose Rizal Bldg., BatStateU Pablo Borbon Campus.
- [http://emc2.batstate-u.edu.ph/hr/publics/job\\_view/2982](http://emc2.batstate-u.edu.ph/hr/publics/job_view/2982) then click the  button
- [recruitment.central@g.batstate-u.edu.ph](mailto:recruitment.central@g.batstate-u.edu.ph) with the subject **ATTN: Application for Board Secretary I at Office of the University and Board Secretary**

Submission of application is only from **October 7, 2024- October 17, 2024**.

**NOTE: 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.