



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
**The National Engineering University**  
**ARASOF-Nasugbu Campus**

R. Martinez St., Brgy. Bucana, Nasugbu, Batangas, Philippines 4231

Tel Nos.: +63 43 416 0350 local 402 | +63 919 079 0673

E-mail Address: [hrmo.nasugbu@g.batstate-u.edu.ph](mailto:hrmo.nasugbu@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 given position:

**1. One (1) Project Technical Assistant III – Salary Grade 12 (Under Contract of Service status; To be assigned at the Research Office of BatStateU ARASOF - Nasugbu)**

<b>Education:</b>	BS degree relevant to the nature of the work in the position
<b>Experience:</b>	None Required
<b>Eligibility:</b>	None Required
<b>Competencies:</b>	Competent in research data management; Proactive, flexible, and keen on details; Efficient and with good interpersonal skills; Proficient in written and oral communication
<b>Salary Grade:</b>	12 (Php 38,694.00)

**Duties and responsibilities**

- Assist in planning and development of research activities related to the project such as;
- Trainings, field surveys and assessments, laboratory processing/experiments;
- Conduct field and laboratory work;
- Collect and analyze data;
- Conduct literature reviews;
- Prepare progress reports for funding and implementing agencies;
- Assist in preparing other articles, reports and presentations;
- Assist in preparing and conducting trainings, workshop, etc.;
- Assist in the liaison with project partners and stakeholders from government, academia, industry, etc.;
- Request and acquisition of equipment, laboratory, field, and other supplies necessary for the project;
- Attend project meetings;
- Attend symposia and other meetings as necessary; and
- Perform other duties and responsibilities assigned by the Project Leader.

Qualified applicants may submit the following documents:

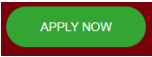
1. **Signed** Application Letter addressed to the Chancellor in the ff format (*kindly indicate the position and office you're applying*):

**Prof. ENRICO M. DALANGIN, Ph.D.**  
Chancellor  
BatStateU ARASOF- Nasugbu

Thru: **Ms. AIMEE ROXANNE U. PERCANO, MBA**  
Head, Human Resource Management Office  
BatStateU ARASOF-Nasugbu

2. 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);
3. **Performance rating** in the last rating period (if any);
4. Original copy of Authenticated **Certificate of Eligibility/Rating/License (if any)**;
5. Original copy of Authenticated **Transcript of Records and Diploma**;
6. Photocopy of other credentials:
  - **Certificate of Employment (COE)** if previously employed; and
  - **Relevant Certificate of Trainings/Seminars Attended** within the last five (5) years.

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

1. **HRMO ARASOF-Nasugbu** – located at the back of the Joson Gymnasium, BatStateU ARASOF-Nasugbu Campus.
2. [https://emc2.batstate-u.edu.ph/hr/publics/job\\_view/3206](https://emc2.batstate-u.edu.ph/hr/publics/job_view/3206) then click the button. 
3. [recruitment.nasugbu@g.batstate-u.edu.ph](mailto:recruitment.nasugbu@g.batstate-u.edu.ph) with the subject: **ATTN: Application for Project Technical Assistant III at Research Office**

Submission of application documents is from **January 14, 2025 to January 24, 2025**.

**NOTE: INCOMPLETE DOCUMENTS SHALL NOT BE PROCESSED.**

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information, you may call (043) 416 0350 local 402 or (0919) 079 0673.