



Republic of the Philippines
BATANGAS STATE UNIVERSITY
The National Engineering University

Pablo Borbon Campus

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

Tel Nos.: (+63 43) 406 8800) (+ 63 43) 779-8400 loc. 1804/1805

E-mail Address: recruitment.pb@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) Administrative Officer IV – SG 15

(Under Permanent Status; to be assigned at the Human Resource Management Office, BatStateU – Pablo Borbon Campus)

Education: Bachelor's Degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Competencies: Human Resource Management Skills; Knowledge of Relevant Administrative and Financial Rules and Regulations; Knowledge of Data Access and Protection Legislation; Internal Control; Leadership and Management; Problem Solving and Decision Making; Interpersonal Skills; Communication Skills; Professional Integrity

Eligibility: Career Service (Professional) Second Level Eligibility

Salary Grade 15: (Php 40,208 + Php 2,000 PERA/month)

Plantilla No: BTSUB-ADOF4-72-2022

DUTIES AND RESPONSIBILITIES:

- The Administrative Officer IV shall coordinate and oversee the implementation of policies and programs, provide administrative support to the Chancellor.
- Perform all supervision of group/groups/ employees engaged in personnel functions (recruitment and selection, compensation and benefits, learning and development, employee relations, and organizational development).
- Assist in implementing administrative policies and helps decide matters pertaining to personnel functions.
- Disseminate civil service rules and regulations to employees.
- Prepare/collect/review data and evidence requirements for PRIME HRM accreditation.
- Coordinate the PRIME HRM matters to the offices and/or agencies concerned.
- Ensure the implementation of the Quality Management System (QMS) for the Human Resource Management Office.
- 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 **University President, Dr. TIRSO A. RONQUILLO**, thru **Dr. IRENE H. MARALIT, Head, HRMO Pablo Borbon**:

1. Fully accomplished (Notarized/UnderOath) **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
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 and Diploma**

Leading Innovations, Transforming Lives, Building the Nation



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

- HRMO – Pablo Borbon located at Higher Education Building 1, Mezzanine Floor BatstateU Pablo Borbon Campus.
- https://emc2.batstate-u.edu.ph/hr//publcs/job_view/2212 then click the apply button.
- recruitment.pb@g.batstate-u.edu.ph with the subject ATTN: Application for Administrative Officer IV at HRMO

Submission of application is from February 21 – March 3, 2025.

NOTE: INCOMPLETE DOCUMENTS SHALL NOT BE PROCESSED; FOR STRICT COMPLIANCE

PLEASE ALSO SUBMIT YOUR HARDCOPY APPLICATION AT HUMAN RESOURCE MANAGEMENT OFFICE

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) 779-8400 loc. 1804.