

Republic of the Philippines  
**Batangas State University**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Batangas State University in the CSC website:

Dr. Tirso A. Ronquillo  
University President

Date: 12/18/2017

| No. | Position Title  | Plantilla Item No. | Salary/<br>Job/ Pay<br>Grade | Monthly Salary                           | Qualification Standards   |               |               |                               |                               | Place of Assignment |
|-----|---|--------------------|------------------------------|--|---|---------------|---------------|-------------------------------|-------------------------------|---------------------|
|     |   |                    |                              |  | Education   | Training      | Experience    | Eligibility                   | Competency<br>(if applicable) |                     |
| 1   | Administrative Aide III<br>(Driver I/ Casual)           |                    | 03                           | P11387.00/ month<br>with 2000.00<br>PERA | Elementary School Graduate  | None Required | None Required | Driver's License Professional |                               | BatStateU- Main I   |
| 2   | Administrative Aide I<br>( Utility Worker I/<br>Casual) |                    | 01                           | P9,981.00/ month<br>with 2000 PERA       | Elementary School Graduate or<br>completion of relevant vocational /<br>trade school course | None Required | None Required | None Required                 |                               | BatStateU- Main I   |
| 3   | Administrative Aide I<br>( Utility Worker I/<br>Casual) |                    | 01                           | P9,981.00/ month<br>with 2000 PERA       | Elementary School Graduate or<br>completion of relevant vocational /<br>trade school course | None Required | None Required | None Required                 |                               | BatStateU- Main I   |
| 4   | Administrative Aide I<br>( Utility Worker I/<br>Casual) |                    | 01                           | P9,981.00/ month<br>with 2000 PERA       | Elementary School Graduate or<br>completion of relevant vocational /<br>trade school course | None Required | None Required | None Required                 |                               | BatStateU- Main I   |
| 5   | Administrative Aide I<br>( Utility Worker I/<br>Casual) |                    | 01                           | P9,981.00/ month<br>with 2000 PERA       | Elementary School Graduate or<br>completion of relevant vocational /<br>trade school course | None Required | None Required | None Required                 |                               | BatStateU- Main I   |
| 6   | Administrative Aide I<br>( Utility Worker I/<br>Casual) |                    | 01                           | P9,981.00/ month<br>with 2000 PERA       | Elementary School Graduate or<br>completion of relevant vocational /<br>trade school course | None Required | None Required | None Required                 |                               | BatStateU- Main I   |

|   |   |  |    |                                    |   |               |               |               |  |                   |
|---|---|--|----|------------------------------------|---|---------------|---------------|---------------|--|-------------------|
| 7 | Administrative Aide I<br>( Utility Worker I/<br>Casual) |  | 01 | P9,981.00/ month<br>with 2000 PERA | Elementary School Graduate or<br>completion of relevant vocational /<br>trade school course | None Required | None Required | None Required |  | BatStateU- Main I |
|---|---|--|----|------------------------------------|---|---------------|---------------|---------------|--|-------------------|

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 28,2017.

1. Fully accomplished Personal Data Sheet (PDS) 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. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

\_\_\_\_\_  
 Dr. Tirso A. Ronquillo  
 \_\_\_\_\_  
 University President  
 \_\_\_\_\_  
 Rizal Avenue, Batangas City  
 \_\_\_\_\_  
 batstate-u.edu.ph  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**