



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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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 positions:

**1. One (1) Administrative Aide VI – SG 6  
(Under Job Order Status; To be assigned at the Procurement Office,  
BatStateU - Pablo Borbon)**

**Education:** Preferably Business Graduate

**Experience:** At least 1 year experience

**Expertise:** Knowledge in Procurement Process, Computer Literate, Excellent Communication Skills both oral and written

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Preparation of the Purchase Request (PR) based on the approved Annual Procurement Plan (APP) of all Colleges and Offices.
- Prepares, distribute, and collate the canvass papers to a minimum of three external providers.
- Conduct initial evaluation assessment of the gathered canvass papers.
- Preparation of the Abstract of Canvass to determine to lowest dealer.
- Processing of the Purchase Order (PO) / Job Order (JO) indicating the name of the winning external provider.
- Responsible for sending of Notice of Award and Purchase Order and coordinating with the winning external provider.
- Prepare ISO requirements.
- Follow – up the items to be procured from the winning external provider.
- Attend to the queries of the external provider, end-users and other stakeholder of the University.
- And other duties that may be assigned from time to time.

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Exposito V. Acorda**, thru **Dr. Gina D. Bonifacio Head of HRMO**, together with your updated resume, transcript of records and other credentials at [recruitment.pb@g.batstate-u.edu.ph](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Aide VI**. Submission of application is only from **January 25, 2021 to February 3, 2021**.

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 1804.