



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 (Research Assistant) – SG 6  
(Under Job Order Status; To be assigned at the BatStateU – Central / CAF,  
BatStateU - Lobo)**

**Education:** BS Agriculture or any Communication/Business course

**Experience:** With at least one year experience in in the field

**Expertise:** Communication and procurement process, customer service, computer literate and record management skills.

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Maintain updated records/inventory of goats
- Draft communication/request letters to various offices
- Perform purchase request for the materials and equipment needed by the project
- Receive incoming documents
- File the hardcopies and softcopies of all incoming and outgoing documents of the project
- Monitor and follow up the requests of the project in various offices particularly in procurement, accounting, budget, and supply.
- Perform other tasks that may be assigned by the authority.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Aide VI (Research Assistant)**. Submission of application is only from **June 15, 2021 to June 24, 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 1104.