
	Reference No.: BatStateU-FO-ICT-02	Effectivity Date: March 15, 2021	Revision No.: 00
WEBSITE POSTING REQUEST FORM			
Requesting Office/ Unit:	HUMAN RESOURCE MANAGEMENT OFFICE		
Proposed Date of Posting:	August 24, 2021	Duration of Posting:	10 days
Purpose:	To acquire vast number of applicants for the vacant position.		
Content:	Position: Administrative Aide VI Number Required: 1 Office: Extension Services Office Qualifications: Education: BA Communication/Management Experience: At least 1 year of relevant experience Competencies: with IT Skills (knowledge in Microsoft Office, Photoshop, Canva) and has good command in written communication. Salary : SG 6- 110.45/hr.		
Requested by:  Ms. ESTER M. IGLOPAS Head, HRMO Date: August 23, 2021	Reviewed and Approved by: Engr. JOSELITO K. SANTOS Director, ICT Services Date:		

Required Attachments: PDF format of the requested file/s to be posted shall be sent thru the email address of ICT Services-Central/ ICT Services-Constituent Campus.

Tracking No.: _____