



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**

Batangas City

Tel. Nos. (043) 980-0385 loc. 1804

E-mail Address: [recruitment.pb@g.batstate-u.edu.ph](mailto:recruitment.pb@g.batstate-u.edu.ph) • Website Address: <http://www.batstate-u.edu.ph>

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**HUMAN RESOURCE MANAGEMENT OFFICE**  
**Pablo Borbon**

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 Student Organizations and Student Discipline, BatStateU – Pablo Borbon)**

**Education:** Graduate of four year course

**Experience:** Preferably with office work experience

**Expertise:** Computer literate, good communication skills, Human relations experience

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Serves as front liner of SOA and OSD Pablo Borbon
  - Answers queries of student regarding concerns on Student Organizations and Activities, Student Discipline
  - Receives complaints of faculty regarding discipline offenses of students
  - Records and informs higher authorities of OSAS concerns
  - Maintains records of SOA and OSD
  - Encodes activities pertaining to OSA
- Assist in the preparation of Records and Documents of SOA and OSD
  - Prepares record and documents as needed in the accreditation of ISA-SED, ISO, AACUP, etc.
  - Consolidates SOA, and OSD reports
  - Assist in the reproduction of copies of needed documents
- Monitors concerns of students through online; fb page, emails
- Performs additional duties as required by immediate supervisor.
- Provides technical support for oral presentations. Meeting and similar activities including preparation of power point presentations and minutes of meeting
- Prepares pertinent reports; maintain master list and other related documents regarding Student Organization and Activities and Student Discipline
- Attends to clients' needs and provide appropriate help to clients that need immediate assistance such as: issuance of gate pass, processing of request for new ID, request for good moral certificate, request for non-wearing of uniform, receives for posting materials for approval of SOA head and other related requests regarding SOA and OSD.
- Receives request for application for renewal and accomplishment reports of Student Organizations.
- Verifies offenses of students requesting good moral certificates
- Entertains / Answers queries on the phone or in the office regarding Student Organizations and Activities. Student Discipline and other matters regarding student services.
- Posts announcements to inform the concerned students of meetings, requirements and other important matters.
- Effectively uses word processing, database, and spreadsheet software application programs in the course of assigned duties.
- Keeps an up-to-date database on the records of students' offenses, request for ID replacement and other matters related to SOA and OSD.
- Reminds superiors on events, due dates and schedules related to the assigned work unit.
- Receives and disseminates memos, information and communications from & to various concerned offices.
- Responds to student queries regarding SOA, Student Discipline, and other student services.
- Assists in preparing brochures and pamphlets with regard to Student Organizations and



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Activities and Student Discipline.

- Maintains records, logs, filing system pertaining to area(s) of responsibility.
- Receives and disseminates information and communications from SOA/OSD Pablo Borbon
- Performs other duties as assigned.

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Roldan Ragot, 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 **April 15, 2021 – April 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 1804.