



**Republic of the Philippines**  
**BATANGAS STATE UNIVERSITY JPLPC-Malvar**  
**Malvar, Batangas**

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**HUMAN RESOURCE MANAGEMENT OFFICE**

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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 position:

**1. One (1) Administrative Assistant II – SG 8**

**(Under Job Order Status; To be assigned at the Office of the Chancellor - BatStateU JPLPC – Malvar)**

**Education:** Bachelor's Degree in Developmental Communication / AB English or other related courses

**Experience:** At least two (2) years relevant experience preferably in higher education

**Expertise:** Verbal and written communication; advanced computer skills; time management skills; and detail-oriented skills

**Salary Grade 8** (124.44 per hour)

**Duties and responsibilities:**

- Assists the superior at the Chancellor's Office with regards to the projects, programs, and activities of the office;
- Attends to the needs of the faculty, students, and clients of the University;
- Prepares internal and external communication letters and other reports needed by the office;
- Prepares minutes of the meetings;
- Photocopies and disseminates memorandum and announcements
- Coordinates with other offices and colleges with regards to the preparation and submission of necessary documents relative to the office;
- Supports and facilitates the completion of reports being submitted by the Office of the Vice Chancellor;
- Performs assigned duties with analytical thinking and research skills;
- Attends to queries/ concerns by direct visitors and other clients of the University;
- Answers/attends to incoming phone calls and daily mails;
- Receives, logs, and forwards incoming and outgoing documents such as disbursement vouchers, purchase requests, and other letters to the concerned office/s;
- Encode, prints, and sends documents needed by the office;
- Demonstrates high proficiency in Microsoft Office Applications;
- Properly documents all the activities of the office/ keeps and maintains records; and
- Performs other duties and responsibilities that may be assigned by the immediate supervisor and other higher authorities

Qualified applicants may send the following documents with the email subject **ATTN: Application for Administrative Assistant II – Office of the Chancellor** at [recruitment.malvar@g.batstate-u.edu.ph](mailto:recruitment.malvar@g.batstate-u.edu.ph);

1. Application letter with applicant's signature addressed to:

**DR. PHILIP Y. DEL ROSARIO**

Chancellor

Batangas State University JPLPC – Malvar

Thru: **FLORINA P. SANTIAGO, MSc, RPm**

Head, HRMO

Batangas State University JPLPC - Malvar

2. Updated resume/ curriculum vitae with applicant's signature;
3. Diploma and Transcript of Records (TOR);
4. Other pertinent documents such as Trainings & Seminars, Certificate of Employment, PRC Rating, License etc. (if applicable)

Note: Kindly combine all the application documents into one PDF file only. Only complete documents will be processed. Submission of application is from **September 20, 2021 – September 29, 2021**.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may reach us at [recruitment.malvar@g.batstate-u.edu.ph](mailto:recruitment.malvar@g.batstate-u.edu.ph).

*Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.*