



Republic of the Philippines
BATANGAS STATE UNIVERSITY-LIPA

Marawoy, Lipa 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 Office of the Deans, BatStateU-Lipa)

Education: Graduate of any 4 year course

Experience: With 1 year administrative experience

Expertise: With knowledge/skill in Microsoft Office and effective in written communication.

Salary Grade: SG 6 (110.45/hr)

Duties and Responsibilities:

- Assists the department in the preparation of classes, faculty schedules, room assignments, faculty loading, accomplishment reports and assigning adviser for each section.
- Assists the department in the preparation of request letters, detailed computation of faculty honoraria from the allocation of budget.
- Facilitates the distribution, computation, checking and encoding of the performance evaluation of faculty members.
- Disseminates memorandum, letters, and notice of meeting, announcements and other communications to all concerned.
- Assists students, parents/guardians, visitors regarding their queries and provide proper coordination.
- Encodes records, files and reproduce different documents of the department.
- Assists the coordinator and student organizations regarding their queries and activities.
- Organize documents/files that the faculty members are required to submit together with other pertinent documents from other offices of the University.
- Assists the department in the preparation of proctoring schedule during major examinations.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva, thru Ms. Ester M. Iglopas, Head of HRMO** at recruitment.lipa@g.batstate-u.edu.ph with the subject **RE: Application for Administrative Aide VI– Office of the Dean (Lipa Campus)**. Submission of application is from **August 6, 2021 to August 15, 2021** with the following documents:

1. Updated resume
2. Scanned copy of Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
3. Scanned copy of Transcript of Records;
4. Scanned copy of Diploma; and
5. Scanned copy of other credentials:
 - *Certificate of Employment if previously employed; and*
 - *Relevant certificate of Trainings/Seminars attended within the last five (5) years (if any).*

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call (043) 980-0385 local 3112.

Please be noted that incomplete documents will not be processed/entertained