



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. Two (2) Administrative Aide VI – SG 6**

**(Under Job Order Status; To be assigned at the Office of the Vice President for Academic Affairs, BatStateU – Central)**

**Education:** Completion of at least two (2) years in college

**Experience:** At least two (2) years of experience in administrative and clerical work

**Expertise:** Clerical and administrative works

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security files.
- Log communication from stakeholders (thru email) and monitor the response of the office regularly.
- Receive, record, and route documents to be signed and signed by VPAA.
- Answer telephone calls, take messages, and direct calls to appropriate personnel or office.
- Facilitate, coordinate, and prepare documents relevant to the scheduled meetings of the office.
- Disseminate memoranda and other communications.
- Photocopy, scan and/or fax forms, letters and other documents necessary for smooth operation
- Monitor the accomplishments and status of documents for submission to the VPAA office
- Perform other tasks as may be required by the immediate supervisor and other University officials.

**Duties and Responsibilities:**

- Prepare presentations, flyers, brochures, and other materials for various events/activities
- Assist in the evaluation of abstract of canvass to ensure that the procurement activity is in compliance to the rules and regulations of RA 9184
- Prepare documents necessary for the procurement of supplies and materials to ensure that the office is well provided with functional equipment, supplies, and materials.
- Manage online accounts such as PPMP, AATMS, and mailing sites.
- Serve as liaison between the VPAA and other department
- Greet and entertain office visitors and attend queries
- Endorse applicants for interview by the VPAA
- Answer telephone calls, take messages and direct calls to appropriate personnel or office
- Update and maintain database, mailing, inventory, and filing systems
- Perform other tasks as may be required by the immediate supervisor and other University officials.

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 at VPAA**. 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.