



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

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 Office of the College Dean, College of Agriculture and Forestry-BatStateU Lobo)

Education: BS Agriculture/ Forestry

Experience: At least one (1) year experience as support staff for admin offices in SUCs and has experience and familiarity with procurement processes in the government

Expertise: Agriculture, Forestry and Natural resources management; Document Analysis and organization

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Drafting communication letters to various offices and institutions.
- Received, document and assess incoming communications and requests before endorsing to dean.
- File the hardcopies and digitally all incoming and outgoing documents from the office.
- Assist the Faculty and Dean in writing annual report of the college.
- Monitor and follow requests of the college in various offices particularly in procurement, accounting, budget and supply.
- Checking the completion of submission of the faculty portfolio.
- Assist in the conduct of college activities particularly in institutional accreditation such as AACUP, RQUAT visit, and ISO Audit.
- Perform other tasks that may be assigned by the Dean

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 batstateurecruitment@gmail.com. Submission of application is on **September 1, 2020 to September 10, 2020**. 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.