



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. One (1) Administrative Aide I – SG 1**

**(Under Job Order Status; To be assigned at Environmental Management Unit, Main II)**

**Education:** At least 2 years in College

**Experience:** Operator, Technician, Utility.

**Expertise:** Waste Recording, Material Inventory. Meter Reading. Documentation using Microsoft and Google applications.

**Salary Grade 1 – (78.76/hour)**

**Duties and Responsibilities:**

- Receives wastes from different sources of generation through the janitorial services.
- Weigh and record waste received from janitors.
- Make reports of the amount of wastes received on a daily, monthly, and quarterly basis.
- Perform sorting upon receiving of wastes for the recovery of energy from the waste.
- Maximize recovery of recyclables from the wastes.
- Ensure that only compostable and residual will be subjected for disposal.
- Make reports of non-cooperating individuals or groups regarding segregation of waste.
- Relay all reports and concerns directly to the head of the unit.
- Assist the personnel of the unit especially when immediate action is needed.
- Do other tasks entrusted by the immediate supervisor.

Disseminates information to the department regarding the schedule of evaluation of 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](mailto:batstateurecruitment@gmail.com). Submission of application is on **November 20, 2020 to November 29, 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.