



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 III (Under Job Order Status; To be assigned at PB Main I)

Education: Bachelor's Degree / 2 year course or preferably IT related course

Expertise: Excellent Communication Skills. Computer Literate. Knowledgeable in Library Services and Operations.

Experience: Preferably with relevant experience in Library Services.

Salary Grade 3 – (88.77/hour)

Duties and Responsibilities:

- Scan/digitize library resources such as books and these / dissertations
- Answer reference queries on digital library services
- Encode books for Online Public Access Catalog (OPAC)
- Prepare and updates the list of theses / dissertations for the different programs
- Assist the library patrons to search for information using OPAC
- Monitor the Automated Attendance (Library users' Log in/out)
- Prepare statistical report on the use of library and library resources
- Perform other tasks assigned by the supervisor

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 **November 24, 2020 to December 3, 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.