



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 Assistant II – SG 8**

**(Under Job Order Status; To be assigned at Office of the Dean of Colleges, Lemery Campus)**

**Education:** Bachelor's degree in English or Business Administration

**Experience:** At least two-year experience in office work

**Expertise:** Good communication skill. Computer Literate.

**Salary Grade 8 – (119.35/hour)**

**Duties and Responsibilities:**

- Schedules activities such as trainings and workshops, meetings/appointment of the Dean of Colleges or Executive Director and with staff, by calendaring, following up or confirming attendance to meetings for efficient coordination and utilization of personnel time.
- Receives, records and routes documents addressed to the Dean of Colleges or Executive Director by logging at the document tracking site before forwarding to the appropriate person to be able to track and account for location and status of documents.
- Maintains filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.
- Documentation of meetings, distributes copies of the minutes to concerned parties as well as files a copy for future references.
- Prepares or encodes into electronic word documents and other presentation materials.
- Coordinates the preparation of documents needed in the operations of the office.
- Ensure security of office equipment and availability of office supplies.
- Receives and routes incoming calls too or logs information and notifies the concerned party.
- Logs concerns brought to the office and follow through inquiries.
- Coordinates meetings and appointments with external parties and confirms appointment.
- Other functions that will be assigned 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 25, 2020 to December 4, 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.