



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas

Tel. Nos.: (043) 778-2170/ (043) 406-0830 loc. 104

Website Address: <http://www.batstate-u.edu.ph>

Human Resource Management Office

Batangas State University is seeking application from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

Position	:	(1) Administrative Aide VI (Under Job Order Status; To be assigned at the Library Services)
Salary Grade	:	6 (105.85/hour)
Education	:	Completion of two years studies in College
Experience	:	N/A
Training	:	N/A
Expertise	:	Administrative or clerical skills, computer literate, and familiarity in record keeping

Duties and responsibilities :

- Scan thesis/dissertation for the digitization project;
- Perform full range of circulation desk procedures;
- Assist / monitor library clientele;
- Encode acquisition list of books and disseminates to all academic departments;
- Encode bibliographic entries in the database/main card;
- Facilitate new technologies which have application to library operation;
- Create web page;
- Generate system reports from the Integrated Library System and other as needed;
- Provide assistance in use of equipment and software to both patrons and staff;
- Perform other duties as may be assigned by the immediate supervisor.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo thru Dr. Expedito V. Acorda, Executive Director**, together with updated resume, PDS, TOR, diploma, and other credentials at hrmo.malvar@g.batstate-u.edu.ph . Submission of application is on December 11, 2020 to December 20, 2020.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170 local 104 or (0920) 678 422