



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

(Under Job Order Status; To be assigned at the College of Arts and Sciences Dean's Office, PB Main I)

Education: Preferably with Degree in BS Development Communication

Experience: At least 1 year of experience in office works and journal publication

Expertise: Administrative and communication work

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- To receive phone calls, queries from other offices, undergraduate and graduate students and other clients.
- To receive and send communication to and from other offices on matters concerning invitation of panel members for thesis/dissertation defense.
- To receive thesis/dissertation submitted by both graduate and undergraduate students and documents from other offices.
- To prepare and encode undergraduate and graduate school honorarium.
- To follow-up grades of undergraduate and graduate students and other forms of requests of students and faculty.
- To organize undergraduate and graduate students records and assist both graduate and undergraduate students during enrollment period.
- To contact persons in charge in linkages, bench marking, members of IAC as to schedule of meetings, visits and invitation.
- To note important information needed from outside partner agencies.
- Coordinate with the registrar's office as to undergraduate and graduate school concerns like application for comprehensive exams and request for certifications.
- Coordinate with scholarship office for students' concerns regarding documents required to scholarship in the graduate school as well as request certificate of good moral.
- Coordinate with accounting office as regards to graduate students' concern of their financial obligation.
- Submit updated profiles of undergraduate and graduate school faculty.
- Submit report of minutes of meeting of faculty with documentation.
- Submit accomplishment report of the College.
- Prepare layout and gather articles for GS Journal.
- To encode comprehensive examination and schedules of classes in the undergraduate and graduate school.
- To function as recording secretary during faculty meetings and prepare minutes of meetings.
- To help organize, sent out, prepare documents for accreditation.
- To perform other task required by immediate 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 **December 04, 2020 to December 13, 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.