



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 VI – SG 6**

**(Under Job Order Status; To be assigned at Registrar's Office PB Main II)**

**Education:** With Bachelor's Degree,

**Experience:** Work experience at the Registrar's Office

**Expertise:** N/A

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Reviews, checks and verifies authenticity of submitted credentials of new students.
- Request for Form 137A and TOR of newly admitted students.
- Arranges and files credentials of new students.
- Prepares individual student's records.
- Updates students' records regularly.
- Evaluates students' records.
- Evaluates subjects and credits earned in other school.
- Informs the students of their course/subject deficiency.
- Makes follow-up requests for records of new students in previous institutions.
- Classifies, arranges, files and stores current records and files.
- Attends to prompt compliance of requested records and other information.
- Accommodates, receives and processes request for TOR, certifications, transfer credentials and other academic records.
- Prepares and checks TOR and other certifications.
- Prepare master list of students
- Keep copies of teaching loads, grading sheets and evaluation sheets of graduation candidates on file.
- Prepares and submits Monthly Accomplishment Reports.
- Prepares needed papers for the presentation and confirmation of candidates for graduation.
- Assists in graduation activities especially in preparing and filing the evaluation sheets of the candidates for graduation.
- Secure integrity and confidentiality of Students' record.

**Additional Workload:**

- Provides the different Colleges needed reports for the accreditation
- Provides data and information for the researches of undergraduate students.
- Disseminates information to the department regarding the schedule of evaluation of graduating students and schedule enrollment.
- Reconstruction of records /grades of old students.

- Prepares Diploma and Certificates of graduating students.
- Responds to company verifications of records of graduates through e-mail.
- Responsible for the computation of GWA of the applicants for honors.
- Construct graphs as monitoring tools in the stated Quality Objectives of the office.
- Records the necessary data regarding the prepared documents in the QMS-controlled logbooks.
- Prepare the necessary documents as means of verification for the office's monitoring of Quality Objectives.

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 **December 28, 2020 to January 06, 2021**. 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.