



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. Two (2) Administrative Aide I - Kitchen Helper/Utility Worker – SG 1  
(Under Job Order Status; To be assigned at the Resource Generation Office,  
BatStateU – Pablo Borbon)**

**Education:** Elementary school graduate

**Experience:** Experience in cooking is an advantage

**Expertise:** None

**Salary Grade 1 – (78.75/hour)**

**Duties and Responsibilities:**

- Perform regular cleaning and orderliness of the canteen and kitchen
- Assist in cooking and preparation of food
- Purchase of immediate requirements needed by the cook
- Performs other duties of a similar or related level as necessary or assigned.

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Gina D. Bonifacio Head of HRMO**, together with your updated resume, transcript of records and other credentials at [recruitment.pb@g.batstate-u.edu.ph](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Aide I Kitchen/Helper**. Submission of application is only from **January 22, 2021 to January 31, 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 1804.