



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. Five (5) Administrative Aide I - Utility Worker – SG 1  
(Under Job Order Status; To be assigned at the General Services Office,  
BatStateU – Pablo Borbon)**

**Education:** Elementary school graduate

**Experience:** at least one year related experience

**Expertise:** Ability to work effectively and efficiently

**Salary Grade 1 – (78.76/hour)**

**Duties and Responsibilities:**

- Cleaning of classrooms and offices
- Cleaning and monitoring of comfort rooms
- Cleaning of hallways
- Cleaning of plant box and Watering of plants
- Collecting, disposing of garbage, and cleaning of trash bin
- Coordinating concerns and requests to Office Staff
- Doing other works that may be advised by the immediate supervisor

**2. One (1) Administrative Aide I - Gardener – SG 1  
(Under Job Order Status; To be assigned at the General Services Office,  
BatStateU – Pablo Borbon)**

**Education:** Elementary school graduate

**Experience:** at least one year related experience

**Expertise:** Ability to work effectively and efficiently

**Salary Grade 1 – (78.76/hour)**

**Duties and Responsibilities:**

- Monitoring of all plants and greenscapes
- Watering of all plants
- Trimming of trees and shrubs
- Fertilizing and mowing lawns
- Weeding gardens and keeping green spaces and walkways clear of debris and Litter
- Coordinating concerns and requests to Office Staff
- Doing other tasks that may be advised by the immediate supervisor

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Exposito 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 Utility Worker/Gardener.** Submission of application is only from **January 25, 2021 to February 03, 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.