



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 – SG 6
(Under Job Order Status; To be assigned at the Internal Audit Unit,
BatStateU – Pablo Borbon)**

Education: Degree on any accounting or finance related program

Experience: At least 2 year work experience

Expertise: Accounting, audit, computer, communication, office management

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Provides technical and administrative assistance and support to the Director in monitoring and evaluating documents to ensure its compliance to the existing rules and regulations;
- Drafts audit observations on the documents and inform concerned offices to comply;
- Receive, review, log, and file notices, letters, memorandum and all other documents as maybe required by the office;
- Release all the communications/official documents to the respective offices when signed;
- Process documents to be signed by the authorized officials;
- Maintain records systematically and for easy retrieval;
- Encode and/or draft communication letters and reports as directed by the unit supervisor;
- Entertain official and personal calls and messages for the office supervisor, relay information and/or refer callers to proper unit/employees whenever necessary;
- Attend to the requisition / monitoring of office supplies and repair of equipment; and
- Perform other related administrative functions as may be assigned by the unit supervisor.

Qualified applicants may send their application letter addressed to the **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 with the subject **ATTN: Application for Administrative Assistant II.** Submission of application is only from **January 20, 2021 to January 29, 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.