



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 Assistant II – SG 8  
(Under Job Order Status; To be assigned at the Development and External Affairs Office, BatStateU – Pablo Borbon)**

**Education:** Degree on any business, communication, IT related program

**Experience:** At least 2 year work experience

**Expertise:** Computer, Communication, Office Management

**Salary Grade 8 – (119.35/hour)**

**Duties and Responsibilities:**

- Accommodate and assist to any concern of all visitors of the office and properly communicate it to the Vice Chancellor
- Assist in the preparation of documents for the performance and targets of the office
- Perform all administrative tasks such as review of documents and important files needed by the office (letters, forms, invitations, MOA, daily time record of the staff, etc.); Answer telephone calls and take messages; Compile, copy, sort, file records of office activities and other matters; Disseminate and distribute outgoing documents to other offices; Coordinate the flow of information both internally and externally; Monitor the supplies and equipment of the office
- Assist and coordinate in all administrative tasks of the Vice Chancellor for Development and External Affairs – Pablo Borbon and Campus heads (ICT Services, Planning, External Affairs, Resource Generation)
- Perform other related duties as required.

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](mailto: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.