



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 Research, Development, and  
Extension Services Office, BatStateU – Pablo Borbon)**

**Education:** Degree on any of the following: business, development communication, management, any social sciences degree

**Experience:** Preferably with 2-year work experience

**Expertise:** Communication, Office Management, Basic knowledge on computer operations and applications, basic research skills, database application, word processing and spreadsheet applications, ability to operate office electronic equipment and computers, ability to do filing system and records

**Salary Grade 8 – (119.35/hour)**

**Duties and Responsibilities:**

- Assist in the preparation / drafting of communications of the office
- Assist in the preparation of reports and office documents
- Assist in the collection, review, analysis of data preparation of report, charts, budget and other presentation materials
- Perform all administrative tasks such as review of documents and other important files of the office such as but not limited to letters, forms, invitations, MOA, daily time record of staff under the office; take phone calls, respond to emails; compile, photocopy, sort, and file records an activities; disseminate and distribute outgoing documents to the other offices; coordinate the flow of information both internally and externally; monitor the available supplies in the office
- Assist and coordinate in all administrative task of the Vice Chancellor for Research, Development, and Extension Services – Pablo Borbon Campus and Campus Heads
- Responsible for office projects and tasks
- Perform other related duties as required

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 Assistant II**. 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.