



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 Assistant II – SG 8

(Under Job Order Status; To be assigned at the Office of the Vice Chancellor for Administration and Finance, BatStateU – Pablo Borbon)

Education: Graduate of Accounting or Finance related degree

Experience: Preferably with one (1) year work experience

Expertise: Knowledge in Accounting and Finance related reports, Office Management, Written and Oral Communication Skills

Salary Grade 8 – (119.35/hour)

Duties and Responsibilities:

- Check, review and verify documents for approval of the VPAF for accuracy completeness, and conformance to applicable rules, regulations, policies and procedures
- May receive and process information of a confidential nature; such information is maintained in strict confidentiality;
- Assist in the compilation of reports/documents from different units of the Administration and Finance - Pablo Borbon for submission to internal and external offices.
- Provide technical and administrative assistance and support to the undersigned in implementing, monitoring, and evaluating the programs of the different departments and/or campuses;
- Drafts, and/or finalizes reports and other documents and ensures all information are accurate and complete;
- Schedule appointments, meetings and travels and make reservations of all the facilities and/or vehicles needed; take minutes of the meeting;
- Gather specific data and information from different departments with regards to the implementation, monitoring, and evaluation of programs as specified by the undersigned;
- Reviews and evaluates the contents of incoming communications (request letters from different departments and/or campuses) as to its completeness and compliance to applicable rules and regulations that needs to be signed by the Vice Chancellor;
- Receives, logs, and files variety of documents and other communication letters;
- Follow-up deadlines of specific/data to the designated offices / departments;
- Coordinate with the concerned offices re: clarification on their request and other concerns;
- Answers the telephone, takes and relays messages and responds to phone inquiries;
- Compile and organize, update and maintain all files and records;
- Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning work unit.

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 with the subject **ATTN: Application for Administrative**

Assistant II. Submission of application is only from **January 25, 2021 to February 3, 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.