



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 Vice Chancellor for Administration and Finance Office, BatStateU - Lipa)**

**Education:** Graduate of any Bachelor's Degree

**Experience:** At least 1 year of relevant experience

**Expertise:** Management, Accounting, Planning, Writing Reports, IT, Clerical Works

**Salary Grade 8 – (119.355/hour)**

**Duties and Responsibilities:**

- Assist superior concerning VC for Administration and Finance Office's projects/programs/activities
- Attend to the needs of faculty, students, and clients in the University on matters regarding administration and finance
- Prepare/manage correspondence, reports, documents, PPMP, monthly status of the office
- Contact outside organizations to obtain and provide complex information
- Prepare communication or any forms of correspondence or announcement of the immediate superior and disseminate the information to the concerned offices or department
- Log and forward incoming and outgoing documents like Disbursement Vouchers, Purchase Request and other letters to the concerned office/s
- Prepare request and other letters to the concerned office/s
- Support and facilitate the completion of reports submitted by the offices under Administration and Finance
- Coordinate with General Services (GSO) on the request for the use of university facilities
- Keep and maintain office records
- Answer and forward telephone calls, as well as other forms of correspondence
- Organizes, coordinates and calendar all meetings, appointments, seminars, trainings, and travels of the immediate supervisor
- Employ research and analytical, and decision-making skills in the performance of duties
- Perform other tasks as may be assigned by the supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva, thru Ms. Ester M. Iglopas, Head of HRMO**, together with your updated resume, transcript of records and other credentials at [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Assistant II – VCAF (Lipa Campus)**. 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 1104.