



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. Two (2) Administrative Aide VI – SG 6
(Under Job Order Status; To be assigned at the Extension Services Office,
BatStateU - Central)**

Education: Communication or other related course graduate

Experience: Has at least one year of experience in office works and related works

Expertise: Can prepare communication correspondence; Knowledgeable in documentation of activities; Knowledgeable in taking meeting notes.

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Receive, analyze and recommend appropriate action on various communications (email, formal correspondence, etc.) received by the office.
- Note all significant comments, suggestions and recommendations of the extension PAPs' beneficiaries and recommend appropriate actions to his/her immediate supervisor.
- Provide technical and administrative assistance to the team on extensionists in the conduct of any extension-related project.
- Maintain an efficient and organized filing system of all office documents.
- Perform basic office works such as photocopying and scanning of documents.
- Monitor the use of office supplies and equipment in the office and fill out requisition forms whenever necessary.
- Release all outgoing documents to their respective departments and colleges;
- Update the document tracking system of the office;
- Disseminate memoranda and other communications to concerned offices;
- Perform other office related task that may arise.

Duties and Responsibilities:

- Write Articles, Layouts and publish ESO Bulletin Monthly Issue.
- Layout various IEC materials, webinar materials and online posters.
- Perform other tasks as may be advised of the immediate supervisor.
- Perform basic office works such as photocopying and scanning of documents.
- Prepare documents needed and process requisitions required by the office.
- Assist in the Director of Extension Services in facilitating meetings sponsored by the office and prepare minutes thereafter.
- Perform other office related task that may arise.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at recruitment.main@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide VI**. 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 1104.