



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 Aide VI – SG 6  
(Under Job Order Status; To be assigned at the Office of Internal Audit  
Services, Alangilan)**

**Education:** Any BS or BA Degree

**Experience:** Accounting

**Expertise:** None

**Salary Grade 6** – (105.85/hour)

**Duties and Responsibilities:**

- Receive , check and record all the documents for the internal unit
- Bring all the communications/official documents to the respective offices when signed
- Photocopy/detached one copy of disbursement voucher or liquidation report for file
- File all the detached document for the Internal Audit Unit
- Receive notices, letters, memorandum and other documents for Internal Audit Unit
- Process documents to be signed by the Authorized Officials
- Handle phone calls and give the needed information in case of return calls
- Performing other tasks as maybe assigned by immediate head

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo**, thru **Engr. Suzette M. Mercado Head of HRMO**, together with your updated resume, transcript of records and other credentials at [hrmo.alangilan@g.batstate-u.edu.ph](mailto:hrmo.alangilan@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Aide VI**. Submission of application is only from **January 28, 2021 to February 7, 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.