



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 Culture and Arts,  
BatStateU - Central)**

**Education:** College Level/Graduate

**Experience:** At least 2 years relevant experience

**Expertise:** Office Management, expert in MS office and Photoshop editing

**Salary Grade 6** – (105.85/hour)

**Duties and Responsibilities:**

- Print/ sort / file documents needed by the office (such as: letter of request, excuse, budget for cultural and activities, reimbursement and liquidation)
- Carries, gets and follows-up important letter (request, excuse and reimbursement, notice of meeting & etc.) that need to be signed by the concerned officials.
- Contact constituents and extension campus regarding to the implementation of projects and activities.
- Answer and entertain telephone calls and follow –up communication letters for approval.
- Demonstrate proficiency in relevant computer software (e.g. MS Office and Photoshop)
- Prepare / Encode communications of the office, letter of requests, letter of excuse, letter of reimbursements/ liquidations, budget, OPCR, Work Instruction, etc.
- Helps in the preparation of needed document in different accreditation and request in the university.
- Assisting the needs and concerns of the immediate supervisor.
- Calls different departments / offices as per requested by the superior and communicate trainors, coaches, choreographer & faculty thru text message.
- Coordinate with NCCA and SWK and other external partners regarding the implementation of culture and arts programs.
- Assist the director for culture and arts in benchmarking on policy related to culture and arts.
- Perform other duties of a similar or related level as necessary or assigned.

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 – Culture and Arts**. Submission of application is only from **January 26, 2021 to February 04, 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.