



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 Aide VI – SG 6
(Under Job Order Status; To be assigned at the Office of Head, On-the-Job
Training, Alangilan)**

Education: Any Bachelor's Degree

Experience: Experience in administrative work

Expertise: With good communication skills and knowledge in computer applications

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Contacts with outside organizations to obtain and provide complex information.(regularly make contacts with the partner industries/agencies
- Processes high level documents and information such as MOU or MOA with industry linkages for OJT purposes (all constituent campuses) to ensure confidentiality and lawful use.
- Act as focal person in the absence of the Head of the On-the-Job Training Office in answering inquiries of visiting and/or walk-in companies.
- Attends to clients' needs and provides appropriate help to clients that need immediate assistance related to the On-the-Job Training Office
- Acts as Office receptionist; making reservations and appointments, receiving and responding to all levels of staff and general public providing information and assistance and whenever possible
- Responds to student queries which could help in decision making related to on-the-job training placement.
- Prepares pertinent reports and other related documents regarding student services for internal and external offices.
- Maintain and updates pertinent records and files. Verifies, compiles and records variety of data/ information related to assigned program, department or work unit
- Receives and sends communications from and to various concerned offices and extension campuses.
- Receives, open and distributes incoming and outgoing communications; initiates and/or transmits inter-office memos, notices
- Maintains orderliness and cleanliness in the office
- Prepares minutes of meeting with the OJT Coordinators, company representatives and student-trainees.
- Help the Head of On-the-Job Training in the compliance with the quality management (ISO) bid of the University
- Coordinates with all OJT Coordinators regarding schedule of meeting and OJT Visitation.
- Routes, sorts and opens incoming emails.
- Perform other related tasks as required by the higher authority.

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.alagilan@g.batstate-u.edu.ph with the subject ATTN: **Application for Administrative Aide VI**. 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.