



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 Planning & Development
Office, BatStateU - Central)**

Education: At least two (2) years diploma course in computer-related studies

Experience: At least 1 year relevant experience

Expertise: Proficient in MS Office

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Assist in the distribution of Quarterly Monitoring Form of accomplishments of different offices and follow up submission of duly accomplished form.
- Receive submissions of Quarterly Accomplishment Monitoring Form from different offices.
- Assist in coordinating with concerned offices for the submission/follow-up of data/documents.
- Distribute the University's published Annual Report to various offices.
- Distribute the Facts and Figures.
- Collect and encode data for CHED Form A, B, C, and E5.
- Collect and encode data for SUC Normative Funding Forms submitted to CHED.
- Receive documents from different offices regarding Annual Report, facts and Figures and CHED Forms.
- Deliver letters and correspondence regarding Annual Report, facts and Figures and CHED Forms.
- Encode data collected in the computer.
- Printing of documents, data, or information requested by the different offices.
- Receive requests for data or information from different offices.
- Facilitate distribution of survey forms or questionnaires needed for policy researches and the gathering thereof when already accomplished.
- Deliver letters and correspondence regarding OPCR.
- Receive submissions of OPCR form different offices.
- Deliver letters and correspondence regarding OPCR.

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 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.