



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**

**(Under Job Order Status; To be assigned at the Property and Supply Office**

**-BatStateU - Pablo Borbon)**

**Education:** BSBA preferably major in Production and Operations Management or Business related course.

**Experience:** One year experience on related field.

**Expertise:** Records Management: Inventory, Prepares property and supply reports like RIS, WMR, RSMI, and RPCPPE Monitors PAR of employee and faculty

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Assign in the physical inventory of supplies and materials in the stockroom.
- Assign in the inventory of property, plant, and equipment.
- Receive and distribute delivered items from external providers.
- Tag properties with property sticker.
- Prepare certification and letters for different offices.
- Liaison staff –routing of documents, locating documents.
- Other duties and responsibilities that may be assigned by superior.

**2. One (1) Administrative Aide VI**

**(Under Job Order Status; To be assigned at the Property and Supply Office**

**-BatStateU - Pablo Borbon)**

**Education:** Bachelor of Science in Accountancy.

**Experience:** One year experience on related field.

**Expertise:** Ensures complete and accurate management of all records such as IAR, PAR, ICS, WMR, PR, and PRIF. Prepare ISO and QA documents.

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Prepare Inspection and Acceptance Report based on Purchased Order followed by Procurement Office, Bidding Documents forwarded by BAC Office, CLR forwarded by End-Users, RGO and DBM Procurement Services documents.
- Prepare property Acknowledgement Receipt for the Equipment 15, 000 and above purchased by the university.
- Prepare Inventory Custodian Slip for the Semi Expandable Equipment 5,000 and above purchased by the university.
- Assign Property Number and Inventory Item Number to newly purchased

equipment and semi-expandable equipment purchased by the university and encode pertinent details in the sticker format.

- Prepare Pre-Repair & Post-Repair inspection Report and Waste Material Report.
- Photocopy the Paid Voucher for supplies, materials, equipment and books acquired by each campus/office/department by fund (STF/164, MDS/101, IGP/163, and RTF) use in posting and updating the RPCPPE.
- Prepare and submit the Performance Monitoring Tools for Quality Objective of the office.
- Other task that may be assigned by Immediate Supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Gina D. Bonifacio Head of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.pb@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 03, 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.