



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 6 – SG 6  
(Under Job Order Status; To be assigned at the Office of Property and Supply,  
Alangilan)**

**Education:** BS in Business Administration

**Experience:** one (1) year experience on related field

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

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Do the weekly monitoring report of Requisition Issued Slip submitted to Accounting Office.
- Assign stock number to all supplies and materials issued in the Requisition Issued Slip
- Post the quantity of supplies purchased and issued to different offices/department/campuses in the Stock Card
- Prepare the Report of Supplies and Materials Issued with summary and recapitulation (for each fund: MDS/101, STF/164, IGP/163 and RTF) based on the approved Requisition Issued Slip and Purchase Orders;
- Prepare the Monthly Report of Supplies and Materials Issued (MRSMI) (for each fund: MDS/101, STF/164, IGP/163 and RTF) based on the approved Requisition Issued Slip and Purchase Orders;
- Prepare the Report on the Physical Count of Inventories (RPCI) semi-annual report;
- Conduct physical inventory of supplies/materials and property, plant and equipment;
- Receive, assess and monitor surrendered unserviceable properties
- Sort/ stock supplies and materials purchased from DBM Procurement Services and other external providers in the locality
- Perform other duties as may assigned by immediate supervisor

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](mailto: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.

## **2. One (1) Administrative Aide 6 – SG 6**

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

**Education:** BS in Accountancy

**Experience:** one (1) year experience on related field

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

**Salary Grade 6 – (105.85/hour)**

### **Duties and Responsibilities:**

- Prepare Inspection and Acceptance Report based on Purchased Order forwarded 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-Expendable Equipment 5,000 – 14,999 purchased by the University
- Assign Property Number and Inventory Item Number to newly purchased equipment and semi-expendable equipment purchased by the University and encode pertinent details in the sticker format
- Prepare Pre-Repair and 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 **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 25, 2021 to February 3, 2021**.

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