



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 Quality Assurance
Management, Alangilan)**

Education: Any 4-year degree graduate, preferably BS Information Technology, BS Management or Allied

Experience: At least one (1) year experience in office management or administrative support

Expertise: Office/events management, administration and technical support

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Handles quality assurance document and materials by performing tasks such as gathering, organizing, encoding, reproducing, etc.;
- Communicate with different colleges and offices regarding the needed quality assurance documents;
- Sends and receives correspondences to/from various offices, individuals and external agencies;
- Carries out computer/online related tasks such preparing different kind of letter, reports, matrices, presentations and etc.
- Prepares layouts/designs of event invitations, backdrop, certificates and any other accreditation related materials
- Manage softcopies of quality assurance documents in online and physical storage facilities;
- Consolidate accreditors'/evaluators profile/information;
- Facilitates/ support as technical staff during quality assurance evaluations/accreditation events/activities either online , face to face or blended delivery methods
- Performs general office functions like monitoring office email, answering phone calls, maintaining, managing and securing office supplies, files, devices;
- Assists the QAM Head in general administrative tasks; and
- Performs other relevant tasks that may be assigned by higher authorities.

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 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.