



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 – SG 6**

**(Under Job Order Status; To be assigned at the Office Records, Alangilan)**

**Education:** Preferably Business or IT Graduate

**Experience:** At least one (1) year experience

**Expertise:** Computer Literate, Excellent communication skills both oral and written

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Classify and maintain records.
- Facilitate the identification of records for disposal
- Receive and log incoming/outgoing letters and other communications
- Receive, log, dispatch and distribute mails delivered by the Philippine Postal Service to respective offices/department, faculty members and employees of the University
- Assist in request for documents and authentication of official records
- Monitor office email and FOI Portal
- Coordinate to respective offices the assigned eFOI request
- Other duties and responsibilities that may be assigned and given by the 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.