



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. Six (6) Administrative Aide VI – SG 6
(Under Job Order Status; To be assigned at the Office of the Registrar,
Alangilan)**

Education: Bachelor's Degree Graduate preferably in the field of Information Technology and other related course

Experience: None

Expertise: Computer Application

Salary Grade 6– (105.85/hour)

Duties and Responsibilities:

- (2) TO HANDLE STUDENT RECORDS (staff to student ratio - 1:2200)
- Reviews, checks and verifies authenticity of submitted credentials of new students of CEAFA
 - Make requests for Form 137A and issue them to newly admitted undergraduate students
 - Prepare the individual envelope/folder of newly admitted students in some programs in CEAFA
 - Make follow-up requests for records of new students in previous institutions
 - Check and verify the accuracy of prepared Transcript of Records, Certifications, Form 137 and Honorable Dismissal
 - Prepare Masterlist of Enrolled Students
 - Evaluates records and grades of shifters, transferees and returnees
 - Evaluate academic records of students who exceeded residency requirements and prepare list for submission to the Financial Services
 - Prepares Report of Graduates for PRC, CHED and CSC
 - Evaluates and updates on student records such as grades and compliance to document submission regularly
 - Post liabilities on students with lacking credentials and remove the liabilities as soon as the students have complied
 - Prepares Transcript of Records for some programs in CEAFA
 - Check and verify the completeness and accuracy of information in the Billing Document (Form 2A-Billing Details)
 - Represent the office in the colleges' Local Deliberation to ensure the accuracy of the list of graduates to be presented in the Academic Council Meeting
 - Prepares needed papers for the presentation and confirmation of candidates for graduation
 - Disseminate information to the colleges regarding the schedule of evaluation of graduating students
 - Evaluates the credentials and grades of the candidates for graduation applying for honors
 - Evaluate Course Overloading requests
 - Check and verify the authenticity of the credentials presented by the clients from the Registrar's official records
 - Check and verify the information regarding personal details, enrolment status and grades of grantees of scholarship and financial assistance programs
 - Assist in the preparation of reports for Quality Management System
 - Prepare supporting documents for the billing of CHED scholarship grantees.

Duties and Responsibilities:

(2) SCANNING/DIGITIZING RECORDS

- Digitizing voluminous inactive records for data base storage
- Organizing/sorting student records by year of admission from 2017 to the oldest file
- Filing and marking records
- Digitizing TOR duplicates and graduate documents for digital filing

Duties and Responsibilities:

(1) RECEIVING/RELEASING/EXTENSION MATTERS

- Receive client's request for documents.
- Logs request and forward the same to the staff assigned
- Sorting and safekeeping of the documents ready for release.
- Release documents to clients
- Prepare certifications for CAV
- Stamp and sort documents for authentication.
- Respond to e-mail/telephone communications pertaining to client's request for documents and company verifications.
- Tracks the status of requested documents
- Assist the Head for Registration on sequencing of documents ready for signature
- Assist the office on matters pertaining to enrolment and graduation when high volume of work arises.
- Assist the registrar of extension campuses on matters pertaining to enrolment, graduation and preparation of documents.

Duties and Responsibilities:

(1) PREPARATION OF REPORTS/ COMMUNICATION/ DATA BASE UPDATING

- Assist the office in the preparation of reports on enrolment, graduation, billing and other reports as required for efficient function of the office.
- Consolidates reports on registration for digital copy and efficient transmittal to requiring agency such as CHED, PRC, Planning Office, and Finance
- Prepare supporting documents for the billing of CHED scholarship grantees
- Accommodates requests for grade completion, correction and activation of instructor's portal
- Prepare diploma and other certificates necessary for commencement exercises
- Create Database of Graduates in the Registrar System
- Keep the inventory of files and records in the office (both in physical and electronic storage facility)
- Maintain the completeness and control of the different Logbooks for the QMS
- Provide the documents, records and reports requested by the students, colleges, researchers and other offices
- Control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents prepared in the office
Facilitate requisition of supplies, keeps inventory of office supplies and equipment

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 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.