



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 Research and Development
Office, BatStateU Central)**

Education: Any Engineering Course

Experience: Preferably 6 months

Expertise: Preparation of technical reports such as research papers abstracts, research description, executive briefs and others. Use of Grammarly and Turning softwares. Preparation/designing of certificates, brochures, flyers, and other communication materials of the office. Management of email and database.

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Assist in coordinating incoming and outgoing information of the office.
- Prepare technical reports such as research paper, research paper abstracts, research description, executive briefs and others.
- Prepare and Compile minutes of meeting.
- Prepare/Assist in the preparation and submission of narrative reports for all activities of the office.
- Manage the email and database of the Research Office.
- Prepare/Assist in the assigning certificates, brochure, flyers, and other communication materials of the office.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at batstateurecruitment@gmail.com 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 1104.