



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 Student Organizations, Alangilan)**

Education: Bachelor's Degree

Experience: At least one (1) year office works; relevant leadership skills

Expertise: Microsoft Office

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Assist the head in the monitoring, review, evaluation and preparation of reports on the basic student services put into operation in Alangilan Campus together with Lobo, Balayan and Mabini Campus
- Assist student groups in the campus in their request for the use of University facilities.
- Check the application for the renewal and/or recognition of the various student organizations.
- Check requests for posting of announcements.
- Monitor the lost-and-found items.
- Assist requests of companies/agencies in their promotional activities such as product and events endorsement, job recruitment etc. in the campus.
- Assist the Head in the execution of the annual Action Plans.
- Establish and maintain a student information data system in the Campus.
- Receive and counter-check the filled-up forms submitted to the Campus for the recognition of the Most Outstanding Student Organization, Student Leader, Faculty Adviser and the Ten Outstanding Students for a given Academic year.
- Perform other related tasks as required by the higher authority.

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.