



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 Assistant II – SG 8
(Under Job Order Status; To be assigned at the Office of the Vice Chancellor
for Administration and Finance, Alangilan)**

Education: Graduate of Accounting or Finance related degree, computer literate

Experience: Preferably with one (1) year experience on related field

Expertise: Knowledge in Accounting and Finance related reports

Salary Grade 8– (119.35/hour)

Duties and Responsibilities:

- Drafts, and/or finalizes reports and other documents and ensures all information are accurate and complete;
- Provide technical and administrative assistance and support to the undersigned in implementing, monitoring and evaluating the programs of the different departments and/or campuses;
- Schedule appointments, meetings and travels and make reservations of all the facilities and/or vehicles needed; take minutes of the meeting;
- Gather specific data and information from different departments with regards to the implementation, monitoring and evaluation of programs as specified by the undersigned;
- Reviews and evaluates the contents of incoming communications (request letters from different departments and/or campuses) as to its completeness and compliance to applicable rules and regulations that needs to be signed by the VCAF;
- Receives, logs and files variety of documents and other communication letters;
- Follow-up deadlines of specific/data to the designated offices/departments;
- Coordinate with the concerned offices re: clarification on their request and other concerns;
- Release all outgoing documents to their respective departments and colleges;
- Answers the telephone, takes and relays messages and responds to phone inquiries;
- Compile and organize, update and maintain all files and records;
- Disseminate important academic and non-academic information to different colleges and offices; and
- Check, review and verify documents for approval of the VCAF for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures.
- Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning of the work unit.

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 Assistant II**. 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.

**2. One (1) Administrative Aide 6 – SG 6
(Under Job Order Status; To be assigned at the Office of the Vice Chancellor
for Administration and Finance, Alangilan)**

Education: Graduate of any Management degree

Experience: Preferably with one (1) year experience on related field

Expertise: Office Mangement

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Maintain & monitor receiving copy & logbook all incoming documents;
- Maintain & monitor the logbook of all outgoing documents (each logbook for Obligation Request per Fund, Purchase Request/Letter, Overtime Request and other documents);
- Forward outgoing documents to the concerned offices in a time efficient manner;
- Assist in sorting, filing, recording & photocopying of documents, letters, request for office files and reference;
- Maintain signed copies of Obligation Request & Status for STF/MDS & RTF
- Assist in maintaining all the records in the office;
- Monitor the supplies for the office use;
- Monitor the Customer Satisfaction Survey of the office;
- Maintain cleanliness of VCAF Office;
- Perform other task as maybe assigned by the immediate head.

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.