



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 CABEIHM Dean's Office,
BatStateU – Pablo Borbon)**

Education: College Level / Graduate

Experience: At least 2 years

Expertise: Office management, expert in MS Word

Salary Grade 8 – (119.35/hour)

Duties and Responsibilities:

- Assist the clientles' online (average of 40 students and 30 faculty members a day both in undergraduate and graduate school)
- Accomodate the visitors, students and faculty who come to office, answer queries on programs and offerings of the college.
- Coordinate the flow of information both internally and externally.
- Disseminating and distributing outgoing documents for the assigned faculty and to other departments.
- Process various document and ensures the completeness and accurateness of it.
- Distribute memorandum to the person and office concerns.
- Compiles, log and files records of college activities and other matters.
- Contact and interact other offices to obtain and provide basic information.
- Coordinate conferences and meetings.
- Monitor the supplies and equipment issued in the college for replenishment.
- Assisted department chairs in preparation of faculty loading, class schedules and room utilizations;
- Assist in preparing requests for budget allocation for honorarium of the faculty

members

- Assist in preparing the purchase request.
- Helps in the preparation of needed documents in different accreditations in the university (AACCCUP, ISO and ISA)
- Prepare and compute the performance evaluation instrument of the 61 regular faculty every semester;
- Process the DTR of 125 faculty members for undergraduate and 43 faculty members for graduate school for salary payment.
- Collects and check the requirements for clearance of the 125 faculty in the end of the semester.
- Performs other duties and tasks assigned by the higher authorities.

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Gina D. Bonifacio Head of HRMO**, together with your updated resume, transcript of records and other credentials at recruitment.pb@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Assistant II**. Submission of application is only from **January 27, 2021 to February 5, 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.