



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 Chancellor,
Pablo Borbon)**

Education: Graduate of Accounting

Experience: Preferably with one (1) year related experience

Expertise: Office Management, Written and Oral Communication Skills Customer Relations, Advance Knowledge in Computer Operations and Applications

Salary Grade 8 – (119.35/hour)

Duties and Responsibilities:

- Check, review and verify documents for approval of the Chancellor for accuracy completeness, and conformance to applicable rules, regulations, policies, and procedures
- May receive and process information of a confidential nature; such information is maintained in strict confidentiality
- Assist in the compilation of reports / documents from different units of the BatStateU Pablo Borbon for submission to internal and external offices
- Provide technical and administrative assistance and support to the undersigned in implementing, monitoring and evaluating the programs of the different departments and/or campuses;
- Drafts, and/or finalizes reports and other documents and ensures all information are accurate and complete;
- 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 Chancellor;
- Receives, logs and files variety of documents and other communication
- Follow-up deadlines and specific/data to the designated offices/departments;
- Coordinate with the concerned offices re: clarification on their request and other concerns;
- Answers the telephone, takes and relays messages and responds to phone inquiries;
- Compile and organize, update and maintain all files and records;
- 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 – 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 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 1804.