



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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**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 Academic Affairs, Alangilan)**

**Education:** Graduate of at least 4-yr Bachelor's degree program

**Experience:** At least 1 year working as administrative staff performing office works preferably in an academic institution

**Expertise:** Proficient in Microsoft office and gsuite platform; good communication skills both written and oral

**Salary Grade 8–** (119.35/hour)

**Duties and Responsibilities:**

- Coordinates with the College Deans and Heads of Academic Affairs of Alangilan and extension campuses regarding matters and concerns related to academic affairs.
- Provides frontline services to all stakeholders and visitors of the office.
- Makes communication letters as instructed by the supervisor
- Takes messages and handle correspondence correctly
- Files documents and maintaining databases.
- Arranges and scheduling appointments, meetings and events.
- Monitors office supplies and ordering replacements
- Maintains the completeness and control of the different logbooks for the QMS
- Provides the documents, records and reports requested by the students, colleges, researchers and other offices.
- Controls the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents prepared in the office.
- Observes best office practices and etiquette.
- Performs other duties and responsibilities as required

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](mailto:hrmo.alagilan@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.