



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 Aide VI – SG 6  
(Under Job Order Status; To be assigned at the Research Management  
Services, BatStateU - Central)**

**Education:** BS Computer Science

**Experience:** At least 1 year relevant experience

**Expertise:** Advance knowledge, Adobe Photoshop, Adobe After Effects, Hardware and Software Installation; and Access Database Management

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Receive all incoming documents – Request letters, reimbursement, and authority to travel, application for leave and other communication letters from different agencies.
- Log all incoming documents
- File all incoming and receive copy outgoing documents in their respective folders.
- Scan all incoming documents & photocopy all incoming and outgoing documents.
- Distributed documents to respective offices.
- Encode letters and communication to be forwarded to the respective agencies and department.
- Lay-out/ design of programs, certificates, brochures and tarpaulins.
- Checking of email for possible reports from different offices/ visits internet sites for possible references.
- Follow up request and reimbursement letters.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.main@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Aide VI – Research Management Services**. Submission of application is only from **January 26, 2021 to February 04, 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 1104.