



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 Aide VI – SG 6
(Under Job Order Status; To be assigned at the Office of Environmental
Management Unit, Alangilan)**

Education: College Graduate (any 4-yr. course)

Experience: Knowledge and experience working on environmental laws is an advantage

Expertise: Skilled in Microsoft and Google applications; with good oral and written communication skills

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Prepare accomplishment report (weekly, monthly and annually) for institutional and external audits and compliance
- Support in the preparation of environmental reports.
- Update database of transactions, services and targets of the office.
- Compile and organize incoming and outgoing documents.
- Prepare the performance evaluation document.
- Assist the Campus Head /Pollution Control Officer of the Unit in organizing and conducting of information education and awareness seminars, information dissemination to concerned individual, groups, offices or organizations and other related activities which may include orientation/seminar/meeting/conference.
- Assist the personnel and staffs of the unit especially when immediate action is needed.
- Monitor activities and conditions that may induce impact to the environment, health and safety.
- Do other task entrusted by the supervisor in conformity with civil service rules and regulations.

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 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.