



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) Messenger – SG 2**

**(Under Job Order Status; To be assigned at the Office of the Chancellor, Pablo Borbon)**

**Education:** High School graduate

**Experience:** Preferably with one (1) year related experience

**Expertise:** Ability to do filing system and records

**Salary Grade 2 – (83.70/hour)**

**Duties and Responsibilities:**

- Maintain and monitor receiving copy & logbook of all incoming and outgoing documents;
- Forward outgoing documents to the concerned offices in a time efficient manner;
- Assist in the sorting, filing, recording & photocopying of documents, letters, request for office files and reference;
- Maintain signed copies all office documents;
- Monitor the supplies for the office use;
- Monitor the Customer Satisfaction Survey of the office;
- Perform other task as maybe assigned by the immediate supervisor

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](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: Application for Messenger**. 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.