



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. Six (6) Utility Workers – SG 1**

**(Under Job Order Status; To be assigned at the Office of General Services, Alangilan)**

**Education:** At least Elementary Graduate

**Experience:** At least one (1) year of relevant experience

**Expertise:** Knowledgeable on the basics of utility works

**Salary Grade 1 – (78.76/hour)**

**Duties and Responsibilities:**

- Cleaning of assigned areas, building, offices, grounds and immediate environment
- Cleaning of CR male and female.
- Collection and segregation of garbage.
- Growing plants and trimming of grasses and trees.
- Cleaning of roof and gutters as may be assigned from time to time.
- Report unusual happenings, disturbance and commission of infraction of the school rules and regulation to immediate supervisor to appropriate action.
- Perform other related task assigned by the immediate superior.

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 Utility Worker**. 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.

## **2. One (1) Administrative Aide VI – SG 6**

**(Under Job Order Status; To be assigned at the Office of General Services, Alangilan)**

**Education:** At least College Graduate

**Experience:** At least one (1) year of relevant experience

**Expertise:** Administrative or clerical skills, computer literacy and familiarity in record keeping

**Salary Grade 6 – (105.85/hour)**

### **Duties and Responsibilities:**

- Come officially on time and open the office.
- Update the locator's bulletin pertaining to the work area assignment of other Office personnel (Utility workers)
- Remind the Immediate Supervisor of the daily agenda that the supervisor has to importantly attend to during the day
- Receive and facilitate the daily coming request of cleaning services/activities.
- Facilitate and print the daily time records of all Office's personnel monthly and bi-monthly
- Assist in the orderly operation of the office and organizing its physical set-up by leading to call the attention of appropriate personnel who will attend to the corresponding job activity
- Attend to phone calls in the office.

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 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.