



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar

Malvar, Batangas

Tel. Nos.: (043) 778-2170/ (043) 406-0830 loc. 104

Website Address: <http://www.batstate-u.edu.ph>

Human Resource Management Office

Batangas State University is seeking application 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. Three (3) Administrative Aide VI
(Under Job Order Status; To be assigned at the Registration Office)

Salary Grade	:	6 (105.85/hour)
Education	:	Completion of two years' studies in College
Experience	:	N/A
Training	:	N/A
Expertise	:	Administrative or clerical skills, computer literacy, and familiarity in record keeping

Duties and responsibilities :

- Prepare and Issue Transfer Credentials, Certifications, Form 137, Authentication and CAV;
- Prepare and release Official Transcript of Records (Form 137);
- Evaluate of Transferees and Shifters;
- Prepare and accomplish Enrolment List, CSC List of Honor Graduates, Graduation List, CHED Graduates List Form, Accomplishment Report and other necessary reports as requested;
- Evaluate and update Students' Academic Records;
- File Students' Academic Records;
- Check/Verify list of Candidates for Graduation, Program, Diploma and Certificate;
- Take actions to the academic verification and request for Graduation Lists of various company/institution;
- Perform other related tasks as may be assigned by immediate supervisor.

2. One (1) Administrative Assistant II
(Under Job Order Status; To be assigned at the Research, Development and Extension Services Office)

Salary Grade	:	8 (119.35/hour)
Education	:	Graduate of BS in Information Technology/ AB English / any four-year course
Experience	:	With at least 1-year relative experience
Training	:	N/A
Expertise	:	Verbal and written communication; Advanced computer skills; Time – management skills; Detail- oriented skills



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Duties and responsibilities :

- Assist superior concerning VC RDES office, students and project/program/activities;
- Assist customers with difficult and / or complex transactions. May assist customers with regulatory compliance issues;
- Communicate with the different offices inside and outside the University to obtain and provide complex information i.e. planning, implementing and monitoring research and extension projects/activities;
- Utilizes research and analytical skills in the performance of duties;
- With minimal supervision, process complex documents;
- Interact with other offices to obtain and provide complex information;
- Receive and encode, print/send documents needed by the office/other offices;
- Assist the Head of the Research and Extension with their concern about program/activity/proposal i.e. project proposals, evaluations, research capsule proposal, monitoring, etc.;
- Photocopy documents and disseminate memorandum/announcements;
- Properly document all the activities of the office, keep and maintain records;
- Assist in the preparation of certificate, tarpaulin/poster, program of activities, journal and newsletter;
- Answer calls, take messages and handle correspondence;
- Prepare requisition form for the supplies needed in the office;
- Perform other duties and responsibilities that may be assigned by the immediate supervisor or higher authorities and officials.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU- JPLPC Malvar, Dr. Philip Y. Del Rosario thru Mrs. Florina P. Santiago, Head of HRMO**, together with updated resume, PDS, Transcript of Record, diploma, and other credentials at recruitment.malvar@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Assistant II and Administrative Aide VI**. Submission of application is from January 20, 2021 to January 29, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170 local 104.