



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 Assistant – SG 8
(Under Job Order Status; To be assigned at the Vice Chancellor for Research, Development and Extension Services, BatStateU - Lipa)

Education: Bachelor's degree

Experience: With 1 year administrative experience

Expertise: With knowledge/skill in Microsoft Office and effective in written communication

Salary Grade 8 – (119.35/hour)

Duties and Responsibilities:

- Assist superior concerning VC RDES office, projects/program/activities.
- 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.
- Utilize research and analytical skills in the performance of duties.
- Process documents with minimal supervision.
- Perform computer-related tasks and relevant software applications with high proficiency.
- Assist customers with difficult and/or complex transactions. May assist customers with regulatory compliance issues.
- 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.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. ALVIN R. DE SILVA, thru Ms. ESTER M. IGLOPAS, Head of HRMO**, together with your updated resume, transcript of records and other credentials at recruitment.lipa@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Assistant II– VCRDES (Lipa Campus)**. Submission of application is only from **February 2, 2021 to February 11, 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 11



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

(Under Job Order Status; To be assigned at the Guidance, On the Job Training and Student Services Office, BatStateU - Lipa)

Education: BS Psychology graduate

Experience: At least 1 year of relevant experience

Expertise: Student Activities' Organization and Placement

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Coordinate office procedures
- Assist in the preparation of regularly scheduled reports
- Organize and schedule meetings and appointments
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Contribute to team effort by accomplishing related results as needed
- Take accurate minutes of meetings
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Maintain computer and manual filing systems
- Perform other tasks assigned by immediate supervisor

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. ALVIN R. DE SILVA**, thru **Ms. ESTER M. IGLOPAS, Head of HRMO**, together with your updated resume, transcript of records and other credentials at recruitment.lipa@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide VI– OGC (Lipa Campus)**. Submission of application is only from **February 2, 2021 to February 11, 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.