



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY LIPA**

Marawoy, Lipa City

Tel. Nos.: (043) 980-0385 loc. 3106

E-mail Address: [hrmo.recruitment@g.batstate-u.edu.ph](mailto:hrmo.recruitment@g.batstate-u.edu.ph) Website Address: <http://www.batstate-u.edu.ph>

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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) Administrative Assistant II – SG 8  
(Under Job Order Status; To be assigned at the Vice Chancellor for Academic Affairs,  
BatStateU - Lipa)**

**Education:** At least a graduate of 4 years baccalaureate degree program but preferably a graduate of communications or with a degree in English, IT related programs.

**Experience:** At least 1 year work experience

**Expertise:** Computer, Communication, Office Management

**Salary Grade 8 – (119.35/hour)**

**Duties and Responsibilities:**

- Serve as administrative assistant to the Vice Chancellor for Academic Affairs by providing or overseeing reception services, scheduling appointments, meetings and travel, maintaining the supervisor's calendar, preparing and proofreading correspondence, reports and other documents prepared by the supervisor, organizing and maintaining paper and electronic filing system, initiating recurring administrative process, coordinating projects and assisting in the completion of reports by researching and gathering required information and preparing reports.
- Serves as the communication hub of the department by communicating information from the supervisor to others, collecting and organizing information requested by the supervisor from others, making information available to other by mail, email, telephone, and the web, and providing more complex information on processes specific to the department to faculty, staff, students, other departments, and/or the public.
- Organizes, coordinates, plans and conducts departmental events by securing space, equipment, food, preparing invitations, announcements, agendas, brochures, and packets, purchasing awards, making travel arrangements and reservation, and overseeing the event as it occurs.
- Contributes to work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current by attending professional development courses, software training classes and courses and /or training sessions as directed by the supervisor or required by the University.
- Supports the department by the performing all other duties as assigned by 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](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Assistant I– VCAA (Lipa Campus)**. Submission of application is only from **February 9, 2021 to February 18, 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 3106.



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**HUMAN RESOURCE MANAGEMENT OFFICE**

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**2. One (1) Administrative Assistant I – SG 7**

**(Under Job Order Status; To be assigned at the Vice Chancellor for Academic Affairs, BatStateU - Lipa)**

**Education:** At least a graduate of 4 years baccalaureate degree program.

**Experience:** At least 1 year work experience

**Expertise:** Computer, Communication, Office Management

**Salary Grade 7 – (112.21/hour)**

**Duties and Responsibilities:**

- Greets visitors and callers, handle their inquiries and direct them to the appropriate persons according to their needs.
- Answer telephone calls and give information to callers, take messages, or transfer calls to appropriate individuals.
- Prepares reports, narrative essay and other documents needed by the Office of the Vice Chancellor for Academic Affairs.
- Accompanies the Vice Chancellor in meeting and other official functions as deemed necessary.
- Makes/sets appointment schedules on important matters for Vice Chancellor.
- Operate office equipment such as copiers, and phone systems and use computers for spreadsheets, word processing, electronic mail and other applications
- Organizes, coordinates, plans and conducts departmental events by securing space, equipment, food, preparing invitations, announcements, agendas, brochures, and packets, purchasing awards, making travel arrangements and reservation, and overseeing the event as it occurs.
- Perform other tasks assigned by immediate supervisor

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