



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 Aide II

(Under Job Order Status; To be assigned at the Library Services Office, BatStateU – Pablo Borbon)

Education: At least High School Graduate

Experience: Preferably with relevant experience in Library Services

Expertise: Computer Literate. Knowledgeable in Library Services and Operations

Salary Grade 2: (83.70/hour)

Duties and Responsibilities:

- Scan/digitize library resources such as books and thesis/dissertation
- Pull out the requested / reserved books
- Shelves the returned books
- Maintain the organization of book collection
- Data entry of bibliographic description of books and thesis/dissertation
- Uploading of digital contents/scanned materials on the library system
- Assist Library patrons to search for information using OPAC
- Monitor the automated attendance (Library user's log in/out)
- Perform other tasks as assigned by the 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 with the subject **ATTN: Application for Administrative Aide II**. Submission of application is only from February 3, 2021 – February 12, 2021.

The above position is for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.