



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 VI – SG 6
(Under Job Order Status; To be assigned at the Quality Assurance Office,
BatStateU – Pablo Borbon)

Education: A graduate of Four Year Course

Experience: At least 2 (two) years of experience; Actual hands on experience in using MS Windows program; Preferably has background and experience on accreditation related activities

Expertise: Computer Literate, with experience in ICT related applicants; Ability to work quickly and accurately; Ability to express ideas clearly both oral and written examination

Salary Grade 6– (105.85/hour)

Duties and Responsibilities:

- Reviews and proofreads documents for consistency of document format concerns.
- Prepares and updates Document Masterlist as necessary
- Prepares and updates Accreditation Document Record of the Colleges under Pablo Borbon
- Prepares Distribution List for aforementioned documented information and facilitate information to concerned offices/colleges
- Coordinates with Quality Assurance – Central Office all necessary details regarding accreditation schedules information
- Maintains systematic filing of information for easy retrieval of documents
- Assist in performing evaluations documents
- Preparation of accreditation relates transactions/documents.
- Update the head of the office about important announcement from higher authorities.
- Prepare/Draft of programs and other relevant documents
- Assist in the coordination and conduct of meeting.
- Contacts and interacts with other offices to obtain and provide basic information.
- Follow ups requests and various documents, ensuring that all necessary details are provided
- Keeps and updates all management system documented information, including electronic copies.
- Logs and files documents and records.
- Performs other duties of a similar or related level as necessary or assigned.

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 VI**. Submission of application is only from **February 4, 2021 to February 13, 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.