



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 Auxiliary Services Office,
BatStateU - Central)**

Education: Graduate of any business related courses

Experience: At least with six months experience in office works. Good in oral communications and with skills in public relations. Knowledgeable in interpreting financial statements. Possess basic knowledge in policy analysis and development. Have acquired skills in different financial management practices in a business and office environment.

Expertise: Computer literate, knows the basic of computer applications, MS word, XL in others. Acquired skills in financial statement and preparations and interpretations and exposed to different business ideas.

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Reports directly to the Director of the Central Office and updates daily on issues and concerns relative to the office operations.
- Assist the Director, to gather information and data, necessary for the development of operational policies on different existing business projects and future projects.
- Responsible for the record keeping, filing, routing and receiving communications from different units/offices.
- Contribute business ideas applicable for resources generation implementation by looking for different sources such as government agencies, LGU's private organizations.
- Assist in the preparation of Feasibility Study/ies; formulation of policies and practices that will contribute to boost up the University's financial resources.
- Assist in monitoring the compliance of target activities and work hand-in-hand in the preparation of risk management plan of each business projects implementable to the constituent campuses.
- Any tasks that may be assigned relative to the job position.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.main@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Aide VI at Auxiliary Services**. Submission of application is only from **February 11, 2021 to February 20, 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.