



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

(Under Job Order Status; To be assigned at the Property and Supply Office - BatStateU - Pablo Borbon)

Education: Any Bachelor's Degree

Experience: At least two year work experience

Expertise: Computer Literate; Proficiency in communication

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Answering phone calls
- Assist the students and other Professors
- Deliver letter from College of Law and different offices
- Encoder
- Evaluate grades of students if they met the standards set by the University, the Law Department and Legal Education Board
- Evaluate Transcript of Records of Applicants for admission to the Law School
- Prepare and Draft communication Letter
- Prepare PMP
- Prepare evaluation performance of immediate supervisor
- Prepare grading sheets of the professor
- Prepare the Faculty Daily Time Record
- Prepare the Faculty Services Rendered
- Prepare the schedule of Classes and room assignments
- Proctor for the Professor of the College of Law
- Procure office supplies from the Property Office
- Receiving documents from other offices.
- Verify the statistics of enrolled students in the College of Law

Qualified applicants may send their application letter addressed to the **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 15, 2021 to February 24, 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.