



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 Gender and Development
Office, BatStateU - Central)**

Education: Communication or other related course.

Experience: Has at least one year of experience in office works and related works.

Expertise: Can prepare communication correspondence; Knowledgeable in documentation of activities; Can perform tasks under pressure.

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Work with the Assistant Director for Gender and Development and GAD Focal Point System in spearheading the preparation and implementation of GAD Plan;
- Assist the GAD Office in generating, processing, reviewing and updating of sex-disaggregated data and GAD database;
- Assist the GAD Office in coordinating activities and projects among colleges and campuses in the University;
- Assist in the capacity development and providing technical assistance to the agency and other offices;
- Assist in the conduct of advocacy activities and the development of IEC materials relative to GAD;
- Help monitor the implementation GAD-related programs, activities, and projects;
- Assist in the preparation of accomplishment reports and printed materials in the Office;
- Assist in the conduct of gender analysis.

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 GAD**. Submission of application is only from **February 16, 2021 to February 25, 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.