



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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**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 GSO, BatStateU - Central)**

**Education:** At least 4-year College Graduate.

**Experience:** At least one year related experience.

**Expertise:** Computer Literate (MS Word, Excel, and Power Point); Communication Skills; Ability to work effectively and efficiently; Preparing reports and other documents.

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Receive phone calls and other communications
- Receive, forward and log documents
- Prepare Performance Monitoring Tools
- Print Daily Time Record of Motor pool and Utility personnel
- Prepare letters, requests and other documents
- Prepare letters, requests and other documents
- Prepare and file supporting documents for billing statements (RFID and Gas Consumption)
- Prepare IPCR and OPCR of the employees of the office
- File documents in accordance with ISO 9001-2015 standards
- File and records relevant document needed in the office
- Assist in consolidating reports from other offices
- Assist in the Asst. Director in preparing reports and other documents
- Perform other duties that may be assigned by the immediate supervisor

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 GSO**. Submission of application is only from **February 09, 2021 to February 18, 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.