



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 HRMO -BatStateU - Pablo Borbon)**

Education: Graduate of Bachelor's Degree in Human Resource Management/Psychology or any related courses

Experience: Preferably with one year related experience

Expertise: Knowledgeable in Human Resource Management specifically in Hiring and recruitment, Office Management, written and oral communication skills, Customer Relations, Advance knowledge in Computer Operations and Applications

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Take action on GSIS applications and other related concerns
- Assist in processing of appointments
- Prepare and submit reports on rewards and recognition
- Prepare Notice of Increment and Notice of Salary Adjustment
- Update PSIOP
- Prepare ARA
- Assist in processing and submission of SALN
- Prepare Agenda for BOR
- Assist in preparing Monthly Report of Service if regular Faculty members;
- Record and release Application for Lewave Form to Permanent & Temporary Faculty
- Maintain and update 201 Files of Permanent and Temporary Faculty
- Assist in preparing documents for training and development
- Provide administrative support to Human Resource Management Office
- Perform other task as may be assigned by the immediate supervisor

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.