



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 Office of ICT Services -  
BatStateU, Alangilan)**

**Education:** Completion of two (2) years in college

**Experience:** At least one (1) year relevant experience

**Expertise:** Office Productivity Tools, Google Workspace, Records Management

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Responds and provides support via calls/emails and direct contact if necessary.
- Processes service request for installation and repair of new and existing computer units, peripherals and other ICT- related devices, telephone and internet connection.
- Assists in resetting user account passwords, creating log in for faculty of the University for their Portal, GSuite Accounts for all employees and students; register employees biometrics to secure daily time record and create and update ID records.
- Consolidates accomplishment reports of ICT personnel to secure their semi-monthly salary.
- Performs other related- functions assigned by the superior.

**2. Two (2) Administrative Aide VI – SG 6  
(Under Job Order Status; To be assigned at the Office of ICT Services -  
BatStateU, Alangilan)**

**Education:** Bachelor's Degree

**Experience:** One (1) year relevant experience

**Expertise:** Computer Maintenance, Repair and Troubleshooting, Software and Hardware Installation, Network Support

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Repairs/ maintains/ installs/ configures computer systems, peripherals, and other ICT- related equipment and devices, internet and telephone connections including associated systems application programs.
- Monitors and recommends enhancement of the operating system and other maintenance measure to ensure effective network services.
- Responds to inquiries, queries and complaints of computer/ system users.
- Documents system problem resolutions and prepares needed ICT services reports.
- Assists IT officers in conducting ICT-related tasks
- Performs other related tasks assigned by the immediate superior.

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo**, thru **Engr. Suzette M. Mercado Head of HRMO**, together with your updated resume, transcript of records and other credentials at [hrmo.alagilan@g.batstate-u.edu.ph](mailto:hrmo.alagilan@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Aide VI**. Submission of application is only from **February 04, 2021 to February 14, 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.