



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. Two (2) Administrative Aide VI - SG 6
(Under Job Order Status; To be assigned at the Procurement Office,
BatStateU - Central)**

Education: Preferably Business Graduate

Experience: At least 1 year experience

Expertise: Knowledge in Procurement Process, Computer Literate, Excellent communication skills both oral and written.

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Preparation of the Purchase Request (PR) on the approved Annual Procurement Plan (APP) of all central offices.
- Prepare, distribute, and collate the canvass papers to a minimum of three external providers.
- Conduct initial evaluation and assessment of the gathered canvass papers.
- Preparation of the Abstract of Canvass to determine the lowest dealer.
- Processing the Purchase Order (PO) / Job Order (JO) indicating the name of the winning external provider.
- Responsible for sending of Notice of Award and Purchase Order and coordinating with the winning external provider.
- Prepare ISO requirements
- Log and bring the Purchase Request to the End-User / Requisitioner for signature
- Log and secure the Recommendation and Approval of the Abstract of Canvass by the BAC Members and VPAF, respectively.
- Log and bring the copy of the approved Purchase Orders to the Commission on Audit.
- Follow up the items to be procured from the winning external provider.
- Attend to the queries of the external provider, end-users and other stakeholder of the University.
- And other duties that may be assigned from time to time.

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 Procurement**. Submission of application is only from **February 04, 2021 to February 13, 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.