



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

HUMAN RESOURCE MANAGEMENT OFFICE
Pablo Borbon

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 Project and Facility Management, BatStateU – Pablo Borbon)

Education: At least Four Year Course Graduate

Experience: At least one year related experience

Expertise: Ability to work effectively and efficiently; Ability to multi task and work under pressure; Good interpersonal skills

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Perform the full range of duties as assigned, work independently; apply well developed clerical and office support knowledge, and exercise judgment and initiative; Forwarding of Official letters concerning this office's communication.
- Compiling, copying, filing and sorting of documents and records of activities and transactions; photocopying of documents; facsimiles and letters, etc.
- Receive and forward files
- Maintaining a record of incoming and outgoing documents
- Locating the whereabouts of personnel and clients who may have been involved in the daily transactions of the office
- Assisting the immediate supervisor in the preparation of travel itineraries, reimbursements and trip tickets for official business.
- Answering telephone calls and taking down messages for relaying to immediate supervisor or staff concerned; and doing tasks as may be assigned by the immediate supervisor
- Prepare request for renewal of employees under Project and Facility Management
- Prepare OPCR/IPCR of all personnel under Project and Facility Management
- Receive and forward files
- Assist office ahead on other concerns that may arise
- Performs such duties and responsibilities as may be assigned by the immediate supervisor.



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Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Roldan Ragot, 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 19, 2021 to February 28, 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.