



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 Property and Supply,
BatStateU - Central)**

Education: Bachelor of Science in Accountancy / Accounting Management or any related course.

Experience: One year experience on related field.

Expertise: Prepares all clerical and important reports like RIS, WMR, RSMI and RPCPPE to be submitted to different offices such as Accounting and Commission on Audit. Monitor PAR of every employee and faculty member.

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Receive/Inspect and distribute delivered items to different offices/departments of the University. Coordinate with the technical group for the inspection of items.
- Monitor Physical Supplies and other materials procured from DBM Procurement Services Office as well as those delivered by External Provider.
- Assist in the preparation of the Inventory and Inspection Report of Unserviceable Property.
- Disposition of Unserviceable Properties.
- Issue supplies and materials requested by different offices.
- Insurance and Renewal of Vehicles and Insurance of Properties.
- Track, Receive/Release documents
- Tag, Property and Inventory Stickers
- Other duties and responsibilities that may be assigned by 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 Property and Supply**. 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.