



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 Quality Assurance Office,
BatStateU – Pablo Borbon)**

Education: A graduate of Four Year Course

Experience: At least 2 (two) years of experience; Actual hands on experience in using MS Windows program; Preferably has background and experience on QMS implementation in accordance to ISO 9001:2015

Expertise: Computer Literate, with experience in ICT related applicants; Ability to work quickly and accurately; Ability to express ideas clearly both oral and written examination

Salary Grade 6– (105.85/hour)

Duties and Responsibilities:

- Assist in performing evaluations and controlling of submitted Internal and External Documents
- Reviews and proofreads documents for consistency of document format concerns.
- Prepares and updates Document Masterlist as necessary.
- Prepares and updates Document Revision Record (for Internal Documents only) as necessary
- Prepares distribution list for aforementioned documented information and facilitate distribution to concerned offices/colleges
- Retrieves obsolete aforementioned documented information upon issuance of revised copies
- Coordinates with Quality Assurance – Central Office all necessary details regarding aforementioned documented information
- Maintains systematic filing of controlled and obsolete documented information for easy retrieval of documents
- Performs other duties of a similar or related level as necessary or assigned.

Qualified applicants may send their application letter addressed to the Chancellor **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 4, 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 1804.