



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

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 Registrar's Office,
BatStateU – Pablo Borbon)**

Education: Bachelor's degree

Experience: Work experience at the Registrar's Office

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Reviews, checks and verifies authenticity of submitted credentials of new students.
- Requests for Form 137A and TOR of newly admitted students.
- Arranges and files credentials of new students.
- Prepares individual student's records.
- Updates student records regularly.
- Evaluates student's records.
- Evaluates subjects and credits earned in other school.
- Informs the students of their course/subject deficiency.
- Makes follow-up requests for records of new students in previous institutions.
- Classifies, arranges, files and stores current records and files.
- Manages, accounts, controls and maintains student's records.
- Attends to prompt compliance of requested records and other information.
- Accommodates, receives and processes requests for TOR, certifications, transfer credentials and other academic records.
- Prepares and checks TOR and other certifications.
- Prepares master list of students.
- Keep copies of teaching loads, grading sheets and evaluation sheets of graduation candidates on file.
- Prepares and submits Monthly Accomplishment Reports.
- Prepares needed papers for the presentation and confirmation of candidates for graduation.
- Assists in graduation activities especially in preparing and filing the evaluation sheets of the candidates for graduation.
- Secure integrity and confidentiality of Students' record.

Additional Workload:

- Provides the different Colleges needed reports for the accreditation.
- Provides data and information for the researches of undergraduate students.
- Disseminates information to the department regarding the schedule of evaluation of graduating students and schedule of enrolment.
- Reconstruction of records/grades of old students.
- Prepares Diploma and Certificates of graduating students.
- Responds to company verifications of records of graduates through e-mail.
- Responsible for the computation of GWA of the applicants for honors.
- Construct graphs as monitoring tools in the stated Quality Objectives of the office.



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HUMAN RESOURCE MANAGEMENT OFFICE

Pablo Borbon

- Records the necessary data regarding the prepared documents in the QMS-controlled logbooks.
- Prepare the necessary documents as means of verification for the office's monitoring of Quality Objectives

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Exedito 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.