



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

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**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 Office of the Dean, Batangas State University Lipa)**

**Education:** Graduate of any 4 year course

**Experience:** With 1 year administrative experience

**Expertise:** With knowledge/skill in Microsoft Office and effective written communication

**Salary Grade 6** – (105.85/hour)

**Duties and Responsibilities:**

- Supports laboratory staff by maintaining glassware; maintaining logs and record books; troubleshooting and resolving problems; helping with special projects.
- Maintain laboratory equipment and instruments; check for calibration validation on selected chemistry and physics laboratory instruments.
- Prepare and maintain stock and other resources.
- Keep laboratory supplies ready by inventorying stock; placing orders; verifying receipt.
- Keep equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Documents information by maintaining daily logs and equipment record books.
- Resolves problems by examining and evaluating data; selecting corrective steps.
- Encode request letters and other communications related to laboratory matters; follow-up the letters to the different offices for signature and approval.
- Assists the students and faculty members and other people who visit the laboratory.
- Perform such other function and duties as may be assigned by the higher authorities.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU-Lipa, Atty. ALVIN R. DE SILVA**, thru **Ms. ESTER M. IGLOPAS, Head of HRMO**, together with your updated resume, transcript of records and other credentials at [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Aide VI– Chemistry/Physics Lab Technician (Lipa Campus)**. 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 1104.



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**2. One (1) Administrative Aide VI– SG 6**

**(Under Job Order Status; To be assigned at the Research and Extension Office, Batangas State University Lipa)**

**Education:** Graduate of any 4 year course

**Experience:** With 1 year administrative experience

**Expertise:** With knowledge/skill in Microsoft Office and effective written communication

**Salary Grade 6** – (105.85/hour)

**Duties and Responsibilities:**

- Responsible for the preparation of memos, letters and other forms of communication.
- Assists in the conduct of seminars, workshops, meetings organized by the research and extension office.
- Organize and prepare schedules and appointments of the research and extension office.
- Maintain supplies inventory needed in the office by checking stock, placing orders and receiving supplies.
- Documents and prepares report on the conduct of research and extension activities.
- Attends meetings, seminars, conferences for professional advancement.
- Perform other administrative duties like attending and entertaining clients, responding to email, answering phone calls.
- Perform clerical works like, filing, photocopying, scanning and printing of documents.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU-Lipa, Atty. ALVIN R. DE SILVA**, thru **Ms. ESTER M. IGLOPAS, Head of HRMO**, together with your updated resume, transcript of records and other credentials at [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Assistant–Research and Extension Office (Lipa Campus)**. Submission of application is only from **February 4, 2021 to February 13, 2021**.

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**3. Two (2) Administrative Aide VI – SG 6  
(Under Job Order Status; To be assigned at the Office of the Dean, Batangas State University Lipa)**

**Education:** Graduate of any 4 year course

**Experience:** With 1 year administrative experience

**Expertise:** With knowledge/skill in Microsoft Office and effective written communication

**Salary Grade 6** – (105.85/hour)

**Duties and Responsibilities:**

- Provide assistance to the Dean of College.
- Advise the faculty members about memos and other concerns.
- Encode, print and photocopy letters and memoranda.
- Sort, file and ring bind files/documents needed by the office.
- Take minutes of the meeting.
- Prepare, encode and print the minutes of the meeting.
- Receive and check the documents of faculty members for signature of immediate supervisors and their requirements that they need to accomplish before the end of the semester.
- Assist the faculty members with regards to their schedule.
- Sort and file the Copies of Action Plan, OBE Syllabi, Grades and Examinations with Table of Specifications and other documents/requirements every semester.
- Contact and interact other offices to obtain and provide basic information/answer phone calls/queries.
- Keep the important documents/files for record keeping.
- Encode and update the schedule of classes in the system per semester.
- Prepare, encode, edit, print and file the faculty, class and room schedule per semester.
- Assist the parents/students and visitors with concerns to the Dean's Office.
- Receive, photocopy and log the documents for signature/record keeping.
- Perform other functions and duties as may be assigned by the higher authorities.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU-Lipa, Atty. ALVIN R. DE SILVA**, thru **Ms. ESTER M. IGLOPAS, Head of HRMO**, together with your updated resume, transcript of records and other credentials at [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Aide VI–Office of the Dean (Lipa Campus)**. 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 1104.