



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas
Tel. Nos.: (043) 778-2170/ (043) 406-0830 loc. 104
Website Address: <http://www.batstate-u.edu.ph>

Human Resource Management Office

Batangas State University is seeking application from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

Position : One (1) Administrative Assistant II
(Under Job Order Status; To be assigned at the Development and External Affairs Office)
Salary Grade : 8 (119.35/hour)
Education : Bachelor's Degree in Developmental Communication Education / AB English or other related courses
Experience : 1-year relevant experience
Training : N/A
Expertise : Verbal and written communication; Advanced computer skills; Time-management skills; Detail-oriented skills.

Duties and responsibilities :

- Assist the Vice Chancellor for Development and External Affairs office projects, programs and activities.
- Coordinate with offices and colleges as regards to the preparation and submission of necessary documents relative to Development and External Affairs.
- Assists the Head of ICT Services, Head of Resource Generation Office, Head of External Affairs and Head of Planning and Development with their concern about the plans, programs and activities.
- Utilizes research and analytical skills in the performance of duties.
- With minimal supervision, process complex documents.
- Contacts outside organizations to obtain and provide complex information.
- Demonstrate high proficiency in relevant software applications.
- Assist clients (Students/Staff and Faculty).
- Receive and encode, print/send documents needed by the office/other offices.
- Photocopy documents and disseminate memorandum/announcements.
- Properly document all the activities of the office, keep and maintain records.
- Answer calls, take messages and handle correspondence.
- Prepare requisition form for the supplies needed in the office.
- Perform other duties and responsibilities that may be assigned by the immediate supervisor and other higher authorities.

Qualified applicants may send the following documents at recruitment.malvar@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Assistant II.**

1. Application letter with applicant's signature addressed to the;

Dr. PHILIP Y. DEL ROSARIO
Chancellor
Batangas State University JPLPC Malvar

Thru: FLORINA P. SANTIAGO, MSc, Rpm
Head, HRMO
Batangas State University JPLPC Malvar

2. Updated resume/ curriculum vitae with applicant's signature;
3. Diploma and Transcript of Records;
4. Other pertinent documents such as Training & Seminars, Certificate of Employment, PRC Rating, License etc. (applicable)

Make sure to combine all the application documents into one attachment only. Only complete application documents will be processed. Submission of application is from February 19, 2021 – February 28, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170 local 104.