



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 office of the Vice Chancellor for Academic Affairs)
Salary Grade	:	8 (119.35/hour)
Education	:	Bachelor's Degree in Developmental Communication Education or other related course
Experience	:	With at least two years' relevant experience preferably in higher education
Training	:	N/A
Expertise	:	Strongly English written and verbal communication; Advanced computer skills; Time-management skills; Detail-oriented skills.

Duties and responsibilities :

- General reception duties such as answering questions, greetings and directing visitors, answering phones, and processing email;
- Be responsible for calendar management, event planning, and to coordinate a variety of complex schedules and meeting;
- Draft internal and external communication materials, take minutes of the meetings, editing correspondence, reports and other materials;
- Review and summarize various reports, prepare background documents and outgoing communication as necessary;
- Collaborate to manage departmental and various student services for budget request, allocations ISO documents, accreditation, RQAT, requisitions and other academic concerned;
- Establish computerized records maintenance by creating new files preparing follow-up data, preparing weekly reports, monitoring, assisting with related departmental and Student Affairs activities;
- Perform other related tasks as may be assigned by immediate supervisor.

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)

Kindly combine all the application documents into one attachment only. Only complete application documents will be processed.

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.