



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

Tel. Nos. (043) 980-0385 loc. 1804

E-mail Address: recruitment.pb@g.batstate-u.edu.ph • Website Address: <http://www.batstate-u.edu.ph>

HUMAN RESOURCE MANAGEMENT OFFICE
Pablo Borbon

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 III

**(Under Job Order Status; To be assigned at the CABEIHM Dean's Office,
BatStateU – Pablo Borbon)**

Education: College level/graduate

Experience: At least two (2) years

Expertise: Management and computer literate

Salary Grade 3 – (88.77/hour)

Duties and Responsibilities:

- Assists customers, students and faculty members at front counter: appropriately greet customers; answers queries on programs and offering of the college; locate records; fill out forms and make copies of documents and important files needed by the department (letters, forms, announcements for posting, program, invitations, MOA, letters for student's field study, prospectus, daily time record of the faculty and etc.).
- Answers telephone calls and take messages; appropriately greets customer, assess situation and completes transaction.
- Processes various basic documents, ensuring that all necessary forms are complete and accurate.
- Compiles, copy, sort, log and files records of school activities and other matters.
- Contacts and interacts other offices to obtain and provide basic information.
- Disseminates and distributes outgoing documents of the department.
- Prepares and computes the performance evaluation instrument for teaching effectiveness of the faculty.
- Collects and checks the requirements for clearance of the faculty in the end of semester.
- Assists the needs and concerns of the department and the Dean.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Exposito 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 III**. Submission of application is only from **March 16, 2021 to March 25, 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.