



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**

Batangas City

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**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 CTE Dean's Office,  
BatStateU – Pablo Borbon)**

**Education:** Bachelor of Information Technology or any other related courses

**Experience:** With at least one (1) year experience in the same field

**Expertise:** Answering calls, taking messages and handling correspondence, arranging appointments, typing and preparing reports, filing, assisting enrollees, assisting the college in all activities preparation, managing website/portal, and good communication skills.

**Salary Grade 3 – (88.77/hour)**

**Duties and Responsibilities:**

- To assist the college in the series of accreditation activities.
- Performing other duties and tasks related to accreditation and research like encoding, photocopying and safekeeping of files in the Accreditation Room.
- Maintains all document files.
- To edit journal and brochures.
- Logs outgoing documents and sending out to different department.
- Receiving/routing of incoming/outgoing memoranda and other communications.
- Attending to students, faculty and other visitors who come to office daily.
- Assisting the Graduate School in all activities and report preparation.
- Assisting the graduate school students and professors who come to the office daily.
- Answering phone calls and provide needed information.
- Assisting during enrollment.
- Preparing the documents needed of the faculty who will attend to a seminar (Authority to Travel, Itinerary to Travel, Endorsement Letter and other letters).
- Preparing of Daily Time records of all CTE graduate school faculty,
- Checking college facilities: classrooms, laboratories, projectors, lights and air conditioning units at the end of the day.
- To perform other duties and tasks in the exigency of the services.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito 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](mailto: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.