



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 VI**

**(Under Job Order Status; To be assigned at the Extension Services,  
BatStateU – Pablo Borbon)**

**Education:** Any four (4) year degree course/ any social sciences or humanities degree/major

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

**Expertise:** Preparation, encoding to word document and excel. Good filing of documents skills and with good oral and written communication skills.

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Assists the head in monitoring extension services projects of the campus.
- Coordinates with several offices in the procurement of supplies and materials of extension activities and projects.
- Serves as liaison personnel from the Extension Service Office Head to other offices.
- Assists the head in coordinating extension programs, activities and projects (PAPs) to the different colleges.
- Manages the communications received by the office.
- Performs other duties and responsibilities assigned by the head.

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 VI**. 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.