



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 VI – SG 6

(Under Job Order Status; To be assigned at the Planning and Development Office, BatStateU – Pablo Borbon)

Education: Degree on any business, communication, IT related program

Experience: At least two (2) year work experience

Expertise: Computer, communication, Office Management

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- A. Ensure the availability of and to published data, statistics and/or information concerning university operations in the form of Annual Report.
 - a. Coordinate with concerned offices for the data submission/follow up of data/document.
 - b. Distribute the University's published annual report to various offices.
 - c. Distribute the facts and figures.
 - d. Collect and encode data for CHED Form A, B, C and E5.
 - e. Collect and encode data for SUC Normative Funding Forms submitted to CHED.
 - f. Received documents from different offices regarding Annual Report, facts and figures and CHED Forms.
 - g. Deliver letters and correspondence regarding Annual Report, facts and figures and CHED Forms.
- B. To develop and implement an electronic data bank and information system.
 - a. Encode data collected in the computer.
 - b. Printing of documents, data or information requested by the different office.
 - c. Receive requests for data or information from different office.
- C. To recommend measures, policies or programs intended to ensure efficient administration and management of the university.
 - a. Facilitate distribution of survey forms or questionnaires needed for policy researches and the gathering thereof when already accomplished.
 - b. Deliver letters and correspondence regarding OPCR.
- D. To perform other relevant functions that may be assigned by superiors.
 - a. Receive submissions of OPCR from different offices.
 - b. Deliver letters and correspondence regarding OPCR.

Qualified applicants may send their application letter addressed to the Chancellor **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 with the subject **ATTN: Application for Administrative Aide VI**. Submission of application is only from **February 26, 2021 to March 7, 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.