



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

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 Research Office, BatStateU – Pablo Borbon)

Education: Degree on Accounting, Management and Business

Experience: With prior experience in monitoring project based activities

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Assist the Head in monitoring research projects of the campus
- Coordinate with several office in the procurement of supplies and materials of research projects
- Serve as a liason personnel from the Research Office Head to other offices
- Assist the head in coordinating research programs, activities and projects (PAPs) to the different colleges
- Manage the communications received by the office
- Perform other duties and responsibilities assigned by the Head

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 23, 2021 to March 4, 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.