



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 I – SG 1

**(Under Job Order Status; To be assigned at the Administrative Services,
BatStateU – Rosario Campus)**

Education: Elementary Graduate

Experience: At least with experience in painting (building) and basic plumbing

Expertise: Housekeeping

Salary Grade 11 – (78.76/hour)

Duties and Responsibilities:

- Maintains the cleanliness of offices in the Administration Building and Student Services Center.
- Sustains the comfort rooms of Pedro Inandan and Mark Leandro “Dong” Mendoza Jr. and buildings clean and sanitized.
- Maintains the lecture rooms in Mark Leandro “Dong” Mendoza Jr. Building and CIT Laboratory/Shop clean and organized; Regular upkeep of campus gymnasium and stage.
- Maintains the cleanliness of campus clinic.
- Maintains the drinking faucet clean.
- Maintains the four (4) comfort rooms on gymnasium clean and sanitized.
- Assistance to the department head and faculty members.
- Reporting of damage facilities.

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 with the subject **ATTN: Application for Administrative Aide I**. Submission of application is only from **March 22, 2021 – March 31, 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.