



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 Administrative Services,
BatStateU – Rosario Campus)**

Education: BSBA Major in Office Management or a graduate of any business related courses

Experience: At least with experience in office administration

Expertise: Business correspondence and computer literate

Salary Grade 11 – (105.85/hour)

Duties and Responsibilities:

- Drafts and finalizes office memoranda, committee agenda, reports; edits, revises, proofreads and print reports, correspondence, memoranda and other documents ranging from routine to complex; ensures all information is accurate and complete.
- Handles appointments, meetings and conferences; coordinates arrangement and sets up meeting rooms; notifies meeting participants; prepares and/or assembles meeting materials from rough notes, drafts, dictation or oral instructions; prepares minutes of meeting and other records;
- Creates materials for public presentations; proofreads and check materials for accuracy and completeness and for compliance with policies and regulations.
- Plans, organizes, communicates and implement campus special activities under the overall direction and supervision of the Head of Administrative services and Campus Director of BatStateU – Rosario.
- Any receive and process information of a confidential nature; such information is maintained in strict confidentiality.
- Helps in the coordination of concerns of offices in the campus particularly procurement, human resources, record keeping and maintenance.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Exposito 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 **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.