



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

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 Testing and Admission Office, BatStateU - Central)

Education: BA or BS Psychology Graduate.

Experience: No experience required

Expertise: Computer Skills (MS Office, spreadsheets can manage online transactions)

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Coordinates with the Heads of different campuses about the services of TAO and other information pertaining to the functions of the TAO.
- Caters clientele needs by providing frontline services and answering queries about testing and admission.
- Answers telephone calls, appropriately greets clients, and assesses situation and completeness of transactions.
- Processes online application and other requirements for admission.
- Prepares application summary for admission.
- Issues notices of passing and Admission Slips for Registration for qualified student applicants.
- Keeps and updates the records in Testing and Admission – Central.
- Ensures confidentiality of all Testing and Admission Office documents.
- Perform related duties as assigned.
- Maintains orderliness and cleanliness in the office.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.main@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Aide VI at TAO**. Submission of application is only from **March 12, 2021 to March 21, 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 1104.