



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 Assistant II - SG 8
(Under Job Order Status; To be assigned at the Bids and Awards Committee,
BatStateU - Central)**

Education: Bachelor's Degree relevant to the job; Preferably a graduate of AB or BS Legal Management or any related course

Experience: Preferably with one (1) year experience in doing legal works

Expertise: Advanced Computer skills; Time-management skills; Detail-oriented skills; Ability to work under pressure; Strongly English written and verbal communication.

Salary Grade 8 – (119.35/hour)

Duties and Responsibilities:

- Prepare Minutes of Meeting such as Pre-procurement Conference, Pre-Bid Conference, Bid Opening, Financial Bid Evaluation and Post Qualification Evaluation.
- Prepare bid evaluation and post-qualification evaluation reports.
- Prepare BAC Resolutions recommending the award of the projects and/or declaring failure of bidding.
- Prepare Purchase and Contract Agreement of winning bidders/ contractors /suppliers.
- Prepare bidding documents of the winning bidder/contractors/suppliers for submission to COA, Property and Supply.
- Provide administrative and clerical support to the BAC.
- Exhibit polite and professional communication via phone, e-mail, and mail.
- Provide assistance to BAC Members, co-workers and bidders during meeting and conference.
- Attend to queries of bidders and other offices or departments.
- Make follow-up call to BAC Members, End-users, TWG's, and Observer on schedule of BAC Meeting.
- Take custody of BAC and other records.
- Provide information by answering questions and requests.
- Do other duties assigned by the superior from time to time.

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 Assistant II - BAC**. Submission of application is only from **February 26, 2021 to March 07, 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.