



**Republic of the Philippines**  
**BATANGAS STATE UNIVERSITY JPLPC-Malvar**  
**Malvar, Batangas**

**Human Resource Management Office**

Batangas State University is seeking application from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

Position	:	One (1) Administrative Aide VI (Under Job Order Status; To be assigned at the Research and Extension Services)
Salary Grade	:	6 (105.85/hour)
Education	:	Any four-year Bachelor's Degree
Experience	:	N/A
Training	:	N/A
Expertise	:	Computer literate, administrative of clerical skills, and familiarity in record keeping.

Duties and responsibilities :

- Receives and encodes thesis from the students of different colleges (CABEIHM, CAS, CE, CICS, CIT, CTE);
- Assists research and extension coordinators per college with their concern about program/activity/proposal like project proposals, evaluations, research capsule proposal etc.;
- Photocopies documents and disseminates memorandum/announcements;
- Assists on the concerns of the office, students, and Research and Extension's projects/programs/activities;
- Keeps and maintains records;
- Prepares certificate, tarpaulin/poster, and program of activities;
- Answers calls, takes messages, and handles correspondence; and
- Performs other related tasks as may be assigned by the immediate supervisor.

Qualified applicants may send the following documents at [recruitment.malvar@g.batstate-u.edu.ph](mailto:recruitment.malvar@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Aide VI**.

1. Application letter with applicant's signature addressed to:

**Dr. PHILIP Y. DEL ROSARIO**  
Chancellor  
Batangas State University JPLPC Malvar

Thru: FLORINA P. SANTIAGO, MSc, Rpm  
Head, HRMO  
Batangas State University JPLPC - Malvar

2. Updated resume/ curriculum vitae with applicant's signature;
3. Diploma and Transcript of Records;
4. Other pertinent documents such as Trainings & Seminars, Certificate of Employment, PRC Rating, License etc. (if applicable)

Kindly combine all the application documents into one attachment only. Only complete application documents will be processed. Submission of application is from March 12, 2021 – March 21, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170 local 104.