



Republic of the Philippines
BATANGAS STATE UNIVERSITY LIPA

Marawoy, Lipa City

Tel. Nos. (043) 980-0385 loc. 3112

E-mail Address: recruitment.lipa@g.batstate-u.edu.ph • Website Address: <http://www.batstate-u.edu.ph>

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 Office of the Chancellor, BatStateU - Lipa)

Education: Graduate of any Bachelor's degree

Experience: At least 1 year of relevant experience in quality management

Expertise: Excellent communication skills, writing reports, clerical works

Salary Grade 8 – (119.35/hour)

Duties and Responsibilities:

- Drafts, and/or finalizes reports and other documents and ensures all information are accurate and complete;
- Provide technical and administrative assistance and support to the undersigned in implementing, monitoring and evaluating the programs of the different departments and/or campuses;
- Schedule appointments, meetings and travels and make reservations of all the facilities and/or vehicles needed; take minutes of the meeting;
- Gather specific data and information from different departments with regards to the implementation, monitoring and evaluation of programs as specified by the undersigned;
- Reviews and evaluates the contents of incoming communications (request letters from different and/or campuses) as to its completeness and compliance to applicable rules and regulations that needs to be signed by the Chancellor;
- Receive, logs and files variety of documents and other communication letters;
- Follow-up deadlines of specific data to the designated offices/departments;
- Coordinate with the concerned offices re-clarification on their request and other concerns;
- Release outgoing documents to their respective departments and colleges;
- Answers the telephone, takes and relays message and responds to phone inquiries;
- Compile and organize, update and maintain all files and records;
- Disseminate important academic and non-academic information to different colleges and offices;
- Check, review and verify documents for approval of the Chancellor for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures; and



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- Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning of the work unit.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva, thru Ms. Ester M. Iglopas, Head of HRMO**, together with your updated resume, transcript of records and other credentials at recruitment.lipa@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Assistant II- Office of the Chancellor (Lipa Campus)**. Submission of application is **until May 3, 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 3112.