



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 Office of the Vice Chancellor for Academic Affairs)
Salary Grade	:	6 (105.85/hour)
Education	:	Any four-year Bachelor's Degree
Experience	:	With at least two years of relevant experience
Training	:	None Required
Expertise	:	Verbal and written communication; advanced computer skills; time management skills; and detail-oriented skills

Duties and responsibilities :

- Encodes letters and memoranda;
- Disseminates incoming and local memoranda;
- Assists faculty for their academic concerns such as syllabus, accomplishment reports etc.;
- Assists students for their academic concerns;
- Keeps and maintains records;
- Logs all incoming documents for signature of the immediate supervisor of the office such as, O.S. voucher, request of honorarium, purchase request, reimbursement, faculty schedule, class schedule, room assignment etc.;
- Prepares endorsement for trainings and seminars of faculty;
- Ensures to do follow-up reports under Student Services submitted at the Vice Chancellor for Academic Affairs (VCAA) Office;
- Re-checks class schedule, faculty loadings, faculty schedule, and room utilization;
- Prepares request of participation for seminars/conferences/workshops;
- Ensures follow-up and re-checks faculty schedule, class schedule, and room assignment of five colleges;
- Assists the college secretary and staff of various offices with regards to academic report and other documents that need to be submitted;
- Drafts internal and external communication materials, takes minutes of the meetings, edits correspondence, reports and other materials;
- Attends to the client needs; and
- Answers incoming and outgoing calls

Qualified applicants may send the following documents at 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 April 15, 2021 – April 24, 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.