



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 College of Engineering Department)
Salary Grade	:	6 (105.85/hour)
Education	:	Bachelor of Science in Information Technology / AB English
Experience	:	With at least 1-year relative experience
Training	:	N/A
Expertise	:	Verbal and written communication, Advanced computer skills, Time- management skills, and Detail-oriented skills

Duties and responsibilities :

- Distributes and collates Faculty Performance Evaluation Sheets (PES) from students;
- Acts as Substitute Examiner during major examinations;
- Facilitates the signing of CoE faculty clearance and student Registration Form;
- Disseminates and distributes memo of the department;
- Assists staff from other colleges concerning faculty and students 'schedule;
- Receives incoming calls;
- Entertains/ Assists students, parents & instructors on their needs and other concerns;
- Logs and monitors equipment borrowed by faculty members and students. (LCD, DVD, Extension cord & speaker;
- Assists the staff of the Registrar's Office in following up students 'grades from instructors;
- Calls the attention of concerned students on some reminders;
- Reproduces blank forms such as; LOA, Waiver, Performance, Evaluation for Faculty and Supervisors, etc.
- Makes follow up and compiles faculty documents such as; Course Specification, Seat Plan, and copy of major examinations;
- Prepares requisition of the office supplies for the office;
- Submit the signed DTR and LOA forms of faculty to HR Department;
- Prints and prepares the DTR of Faculty;
- Encodes and print documents of CoE and LS (Class, Individual Teaching load, summary of Faculty/ part time loadings, and detailed computation of faculty honorarium);
- Prints and posts the examination schedule of students on bulletin boards;
- Encodes prints and sends documents needed by various offices at the Main Campus; 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)



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Kindly combine all the application documents into one attachment only. Only complete application documents will be processed. Submission of application is from May 25, 2021 – June 3, 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.