



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 Aide VI – SG 6

(Under Job Order Status; To be assigned at the Quality Assurance and Management Office, BatStateU - Lipa)

Education: Graduate of any Bachelor's degree

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

Expertise: None

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Handles quality management systems document and materials by performing tasks such as gathering, organizing, encoding, reproducing, etc.;
- Communicate with different colleges and offices regarding the needed QMS documents;
- Sends and receives correspondences to/from various offices, individuals and external agencies;
- Carriers out computer related tasks such as preparing different kind of letters, reports, matrices, PowerPoint presentations, and etc.;
- Prepares layouts/designs of event invitations, backdrop, certificates, and any other accreditation related materials.
- Manages soft copies of QMS documents in Google Drive;
- Consolidate links of accreditation documents of programs subjects for accreditation visit;
- Facilitates/Support as a technical staff during online QAM programs/events;
- Performs general office functions like monitoring office email, answering phone calls, maintaining, managing and securing office supplies, files, devices;
- Assists the QAM head in general administrative tasks; and
- Performs other relevant tasks that may be assigned by higher authorities.

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 Aide VI–QAM Office (Lipa Campus)**. Submission of application is only from **May 14, 2021 to May 23, 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.



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2. One (1) Administrative Aide VI – SG 6

(Under Job Order Status; To be assigned at the Human Resource Management Office, BatStateU - Lipa)

Education: Graduate of BS Human Resource Development Management

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

Expertise: Training and Development

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Prepare analysis of faculty members and employees;
- Monitor implementation of proposed seminars and trainings;
- Maintain and update systematic filing of documents concerning training and development;
- Create and update data base of personnel's training and development;
- Layout organizational chart/tarpaulin/certificates, etc;
- Prepare appointments;
- Distribute Statement of Assets, Liabilities and Net Worth;
- Collect and follow-up Performance Appraisal of all employees, teaching and non-teaching staff;
- Prepare needed report;
- Prepare communication letters, advisories, etc;
- Process and submit documents from/to other offices;
- Photocopy of documents;
- Entertain phone calls;
- Perform other tasks as may be assigned by the supervisor.

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1. One (1) Administrative Aide VI – SG 6

(Under Job Order Status; To be assigned at the Environmental Management Unit and General Services Offices, BatStateU - Lipa)

Education: Graduate of any Bachelor's degree

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

Expertise: None

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Receive, forward and log documents
- Prepare Performance Monitoring Tools
- Prepare draft of Budget/PPMP of the unit;
- Answer telephone calls and assist clients to their issues and concerns;
- Receive requested documents, materials and equipment from other offices;
- Released and received documents thru Document Tracking System;
- Maintain and manage all the documents are up to date at all times;
- Prepare all the Purchase Request for Budget Approval;
- Update database of transactions, services and targets;
- Prepare monthly Environmental Reports (Water, electricity, solid waste);
- Assist the Director/Pollution Control Officer of the Unit in organizing and conducting of information education and awareness seminar, information dissemination to concerned, individual, groups, offices or organizations and other related activities which may include orientation/seminar/meeting/conference.
- Prepare accomplishment reports;
- Prepare environment reports;
- Compile and organize incoming and outgoing documents;
- Relay all reports and concerns to the Head of Unit;
- Assist the personnel and staffs of the Unit especially when immediate action is needed;
- Attend seminar/training related to the position and function;
- Monitor activities and conditions that may induce impact to the environment, health and safety;
- Promptly submit validate/certified as correct periodic reports as required by the Department;
- Prepare and file supporting documents for billing statements (RFID and Gas Consumption)



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- Prepare IPCR and OPCR of the employees of the office
- File documents in accordance with ISO 9001-2015 standards
- Do other task entrusted by the supervisor in conformity with civil service rules and regulations.

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