



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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**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 I – SG 7  
(Under Job Order Status; To be assigned at the VIP Corals, BatStateU -  
Central/Lobo)**

**Education:** BS degree in Biology, Marine Biology or related courses in the natural sciences.

**Experience:** At least one (1) year of relevant working experience.

**Expertise:** Knowledgeable in MS Office Software (at the minimum)

**Salary Grade 7 – (112.21/hour)**

**Duties and Responsibilities:**

- Coordinate internally and externally funded projects of the center within and outside the University.
- Consolidate accomplishment and financial reports of the center including both internally and externally funded projects.
- Assist in writing accomplishment reports and bookkeeping of the center including both internally and externally funded projects.
- Assist the faculty researchers and project staff with their administrative function.
- Provide additional support (organizational, logistical, management, etc.) when needed.
- Request or acquire equipment or supplies for the center.
- Manage and respond to inquiries (emails or calls).
- Prepare, maintain, and update website materials.
- Prepare other articles, reports, and presentations.
- Other duties and responsibilities assigned by the Center Head.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at [recruitment.central@g.batstate-u.edu.ph](mailto:recruitment.central@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Assistant I at VIP Corals, Central/Lobo**. Submission of application is only from **May 05, 2021 to May 14, 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 1104.