



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

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HUMAN RESOURCE MANAGEMENT OFFICE
PABLO BORBON

Batangas State University is seeking applications from competent candidates, regardless of color, religion, sex, gender identity or expression, ethnicity, age, physical conditions and any other characteristic protected by law to fill the following positions:

1. One (1) Administrative Aide VI – SG 6
(Under Job Order Status; To be assigned at the Human Resource Management Office, BatStateU–Pablo Borbon)

Education: Bachelor of Science in Accounting/ Accountancy; BS Business Administration major in Human Resource Management; BS Business Administration major in Financial Management

Experience: Preferably with 1-2 year related experience

Expertise: Payroll, Compensation and Benefits, HRIS

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Prepares monthly report on service of Job Order Workers and Lecturers of Pablo Borbon;
- Prepares monthly report on service of Additional Job Order Workers of Pablo Borbon;
- Prepares and disseminate notice of end of contract for Job Order Workers of Pablo Borbon;
- Release of forms such as contracts, endorsement to clinic, request for I.D. and biometrics personal data sheet and cash card application form for newly hired job order;
- Prepare 201 file for the newly hired JO workers and Lecturers;
- Files monthly report, contracts and recommendation letter of each JO and Lecturers to their corresponding 201 folder;
- Updates service record card, HRIS and 201 files of JO workers and Lecturers;
- Prepare updated checklist of Job Order workers and Lecturers;
- Prepare Certificate of Employment of Job order workers and Lecturers of Pablo Borbon;
- Prepare Inventory of Personnel.
- Update faculty profile of Job Order Workers and Lecturers in our database
- Entertain telephone calls & assist in accommodating walk-in applicants;
- Prepare documents as requested by other offices/departments;
- Receive/record and forward incoming and outgoing documents;
- Perform other tasks as may be assigned by the supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda, thru Dr. Roldan C. Ragot, Head of HRMO**, together with your updated resume, transcript of records and other credentials at recruitment.pb@g.batstate-u.edu.ph with the subject ATTN: Application for Curator. **Submission of application is only from May 14, 2021 to May 23, 2021.**

1. Fully accomplished Personal Data Sheet (with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Scanned copy of certificate of eligibility/rating/license (if applicable);
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials.
 - Certificate of Seminar/Trainings attended; and
 - Certificate of Employment (if previously employed).

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 local1804.