



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 Research and Extension Office,
BatStateU Rosario)**

Education: Graduate of any four-year course

Experience: At least one-year experience in working as Secretary or Administrative Assistant

Expertise: Communication, Public Relations and Technology

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Assist in the planning, implementation and evaluation of extension PAPs of the three colleges;
- File proposals and consolidated reports on extension PAPs;
- Act as liaison between the College/ Department and the community, including external agencies on matters regarding community and extension services;
- Maintain calendar of activities and plan meetings;
- Attend meetings and prepare minutes or summaries of the meeting outcomes;
- Maintain Databases and Filing Systems both electronic and paper;
- Provide assistance in the completion of office documents;
- Disseminate information to faculty, staff and students regarding the research and extension activities;
- Take clients' messages to be relayed to concerned personnel;
- Assist the head of research and extension, faculty-researchers, faculty-extensionists, partner agency representatives, visitors and clients;
- Answer inquiries, phone calls and handle e-mails;
- Update incoming/ outgoing documents;
- Perform other functions pertinent to research and extension service and/or tasks which may be assigned by the immediate 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.