



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

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. Two (2) Administrative Assistant II - SG 8
(Under Job Order Status; To be assigned at the Quality Assurance
Management, BatStateU - Central)**

Education: Baccalaureate Degree

Experience: At least two years experience

Expertise: ISO 9001:2015 – Quality Management Systems

Salary Grade 8 – (119.35/hour)

Duties and Responsibilities:

- Assist concerned offices in the performance of document evaluations in compliance to the requirements of the international standard.
- Utilizes critical and analytical skills in the overall performance of assigned duties and responsibilities.
- Handles and processes quality management system documents with less supervision
- Communicates and coordinates with campuses subject for audit all necessary details regarding delegated quality management system documents.
- Contacts and interacts with other offices to obtain and provide complex information.
- Demonstrates high proficiency in relevant software applications as well as database managed by the office.
- Performs evaluations and controlling of submitted curricula, syllabi (estimated 4,800), Quality Objectives (over 1,000) and its corresponding Performance Monitoring Tools (estimated 500 monthly) of all offices/colleges in Central, Pablo Borbon and Alangilan campuses.
- Reviews and proofreads documents for consistency of document format concerns such as:
 - checking of Course Syllabus Review Checklist (estimated 4,800 copies) against curriculum and syllabus
 - regular evaluation and editing of submitted Performance Monitoring Tools (PMTs) (estimated 5,000 copies) against approved Quality Objectives
- Keeps track of undergraduate and graduate programs relative to submission of mandatory requirement.
- Performs evaluation of external and internal documents subject for listing, controlling and issuance to concerned processes/areas.
- Updates regularly the list of statutory and regulatory requirements as mandated by the international standard.
- Performs constant evaluations and document audits of approximately 90 offices/colleges from Central, Pablo Borbon and Alangilan campuses.
- Performs regular audit of Quality Objectives and its corresponding Performance Monitoring Tools, maintenance of the documents and records as required by the international standard, tracking, monitoring (which includes monthly, quarterly, semestral, semi-annual and annual) coordination and reporting on documents review progress.
- Prepares and updates Document Masterlist of Curricula, Syllabi, Quality Objectives, Internal Documents and External Documents, as necessary.
- Prepares Distribution List for Curricula, Syllabi, Quality Objectives, Internal Documents and External Documents and facilitate distribution to concerned offices/colleges.
- Keeps database for all controlled logbooks in Central, Pablo Borbon and Alangilan campuses.

- Keeps and updates all management system documents and records, including electronic copies.
- Maintain systematic filing of controlled documents such as external documents, syllabi, curricula, course syllabus review checklist, quality objectives as well as obsolete files and other pertinent documents for easy retrieval.
- Performs constant follow-up on documentary requirements among all colleges and offices subject for audit.
- Provides management with relevant up-to-date information/reports on status of documents as assigned and coordinates with Nasugbu and Malvar campuses on the progress and developments on mandatory documents and records.
- Assists in the coordination and conduct of meetings, mock audits, Internal Quality Audits, mandatory trainings/seminars and Certification Audits.
- Performs other duties of a similar or related level as necessary or assigned.

Duties and Responsibilities:

- Assist concerned offices in the performance of document evaluations in compliance to the requirements of the international standard.
- Utilizes statistical and analytical skills in the overall performance of assigned duties and responsibilities.
- Handles and processes quality management system documents with less supervision
- Communicates and coordinates with campuses subject for audit all necessary details regarding delegated quality management system documents.
- Contacts and interacts with other offices to obtain and provide complex information.
- Demonstrates high proficiency in relevant software applications as well as database managed by the office.
- Performs evaluations and retrieval of estimated thousand copies of accomplished Customer Satisfaction Survey (in hard copy) from approximately 90 offices/colleges from Central, Pablo Borbon and Alangilan campuses every month.
- Performs evaluations and retrieval of estimated 300 or more copies of accomplished Customer Satisfaction Survey (for online transactions) in the Online CSS system from approximately 90 offices/colleges, university-wide every month.
- Performs statistical work on retrieved CSS forms for monthly and semi-annual analysis of data
- Coordinates with all offices/colleges in Central, Pablo Borbon and Alangilan campuses regarding the percentage respondents' result of monthly and semi-annual analysis as to satisfactory and unsatisfactory rating
- Provides offices/colleges graphs Central, Pablo Borbon and Alangilan campuses generated from the data gathered on customer satisfaction survey
- Provides data for semi-annual report of CSS as input to management review
- Coordinates with campuses subject for audit all necessary details regarding customer satisfaction survey
- Maintains systematic filing of accomplished customer satisfaction survey forms
- Provides technical assistance and coordination in the preparation of risk assessment, risk re-assessment and monitoring log and its corresponding evidences and required documented information
- Performs regular monitoring and evaluation of approximately 2,000 identified risks on the Risk Monitoring Logs and Risk Re-Assessments as to its consistency against the submitted Risk Assessment of Central, Pablo Borbon and Alangilan campuses
- Performs constant follow-up on documentary requirements among all colleges and offices subject for audit.
- Assist in the preparation and processing requests and various documents, ensuring that all necessary details are provided.
- Provides management with relevant up-to-date information/reports on status of documents as assigned and coordinates with Nasugbu and Malvar campuses on the progress and developments on mandatory documents and records.
- Assists in the coordination and conduct of meetings, mock audits, Internal Quality Audits, mandatory trainings/seminars and Certification Audits.
- Performs other duties of a similar or related level as necessary or assigned.

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** with the subject **ATTN: Application for Administrative Assistant II at QAM**. Submission of application is only from **May 28, 2021 – June 07, 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.