



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY LIPA**

Marawoy, Lipa 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 Aide VI – SG 6

**(Under Job Order Status; To be assigned at the Registrar’s Office, BatStateU - Lipa)**

**Education:** Bachelor’s Degree graduate preferably in the field of Information Technology and other related course.

**Experience:** With knowledge in record keeping

**Expertise:** Computer applications

**Salary Grade 6 – (105.85/hour)**

#### **Duties and Responsibilities:**

- Reviews, checks, and verifies authenticity of submitted credentials of new students.
- Make request for Form 137A and issue them to newly admitted undergraduate students;
- Prepare the individual envelope/folder of newly admitted students.
- Make follow-up request for records of new students in previous institutions.
- Evaluate academic records of students who exceeded residency requirements and prepare list for submission to the Financial Services.
- Evaluates and updates on students records such as grades and compliance to documents submission regularly.
- Post liabilities on students with lacking credentials and remove the liabilities as soon as the students have complied.
- Prepares Transcript of Records.
- Check and verify the completeness and accuracy of Information in the Billing Document (Form 2A-Billing Details)
- Represent the office in the colleges’ Local Deliberation to ensure the accuracy of the list of graduates to be presented in the Academic Council Meeting.
- Prepares needed papers for the presentation and confirmation of candidates for graduation.
- Disseminate information to the colleges regarding the schedule of evaluation of graduating students.
- Evaluates the credentials and grades of the candidates for graduation applying for honors.
- Evaluate Course Overloading requests.
- Prepare supporting documents for the billing of CHED scholarship grantees.
- Digitizing voluminous inactive records for database storage.
- Organizing/sorting student records by year of admission from 2017 to the oldest files.
- Filing and making records.
- Digitizing TOR duplicates and graduate documents fro digital filing.
- Assist the office in the preparation of reports on enrolment, graduation, billing and other reports as required for efficient function of the office.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva, thru Ms. Ester M. Iglapas, Head of HRMO** at [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **RE: Application for Administrative Aide VI– Registrar’s Office (Lipa Campus)**. Submission of application is from **June 17, 2021 to June 26, 2021** with the following documents:

1. Scanned copy of fully accomplished Personnel Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Scanned copy of Transcript of Records;
3. Scanned copy of Diploma; and
4. Scanned copy of other credentials:
  - *Certificate of Employment if previously employed; and*
  - *Relevant certificate of Trainings/Seminars attended within the last five (5) years.*

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call (043) 980-0385 local 3112.