



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 Research and Extension Office, BatStateU - Lipa)

Education: Bachelor's Degree

Experience: With 1 year administrative experience

Expertise: With knowledge/skill in Microsoft Office and effective written communication.

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Responsible for the preparation of memos, letters and other forms of communications;
- Assists in the conduct of seminars, workshops, meetings organized by the research and extension office;
- Organize and prepare schedules and appointments of the research and extension office;
- Maintain supplies inventory needed in the office by checking stock, placing orders and receiving supplies;
- Documents and prepares report on the conduct of research and extension activities;
- Attends meetings, seminars, conferences for professional advancement;
- Perform other administrative duties like attending and entertaining clients, responding to email, answering phone calls;
- Perform clerical works like filing, photocopying, scanning and printing of documents.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva, thru Ms. Ester M. Iglopas, Head of HRMO** at recruitment.lipa@g.batstate-u.edu.ph with the subject **RE: Application for Administrative Aide VI– Research and Extension Office (Lipa Campus)**. Submission of application is from **June 14, 2021 to June 23, 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;
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.