



Republic of the Philippines
BATANGAS STATE UNIVERSITY ALANGILAN
Alangilan, 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. One (1) ADMINISTRATIVE AIDE VI – SG 6**
(Under Job Order Status; To be assigned at BAC OFFICE
BATSTATEU-ALANGILAN)
Education: Bachelor's Degree
Experience: At least (2) years of relevant experience
Expertise: Computer Literate
Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Assist in the preparation/drafting of communication of the office;
- Assist in the preparation of minutes, reports and bidding documents of Bids and Awards Committee;
- Assist in the collection, review, analysis of data, preparation of report, charts, budget and other presentation materials;
- Perform all administrative task such as review of documents and other important files of the office such as but not limited to letters, forms, bidding documents, respond to emails; compile documents, photocopy, sort, and file records of procurement activities; disseminate and distribute outgoing documents to other offices; coordinate the flow of information both internally;
- Assist in checking the eligibility of bidding documents;
- Assist the BAC Secretariat and the BAC Committee in the accomplishment of tasks;
- Perform other related duties as required.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than, July 9, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Scanned copy of Transcript of Records;
3. Scanned copy of other credentials.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitmentand hiring.alangilan@g.batstate-u.edu.ph with the Subject - ATTN: Application as Admin Aide VI - BAC. Submission of application is only from June 29, 2021 to July 9, 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 2105.