



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City
Tel. Nos. (043) 980-0385 loc. 1804
E-mail Address: recruitment.pb@g.batstate-u.edu.ph • Website Address: <http://www.batstate-u.edu.ph>

HUMAN RESOURCE MANAGEMENT OFFICE
Pablo Borbon

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 Aide I (Utility Worker)

(Under Job Order Status; To be assigned at the General Services Office, BatStateU –Pablo Borbon)

Education: At least elementary graduate
Experience: at least one year related experience
Expertise: Ability to work effectively and efficiently
Eligibility: None Required
Salary Grade 1: (78.76/hour)

2. Two (2) Administrative Aide I (Utility Gardener)

(Under Job Order Status; To be assigned at the General Services Office, BatStateU –Pablo Borbon)

Education: At least elementary graduate
Experience: at least six (6) months related work experience (with proof of being assigned to managed gardens and greenscapes)
Expertise: Ability to work effectively and efficiently
Eligibility: None Required
Salary Grade 1: (78.76/hour)

Duties and Responsibilities:

Buildings

- Cleaning of classrooms and offices.
- Cleaning and monitoring of comfort rooms.
- Cleaning of hallways.
- Cleaning of plant box and Watering of plants.
- Collecting, disposing of garbage, and cleaning of trash bin.
- Coordinating concerns and requests to Office Staff.
- Doing other works that may be advised by the immediate supervisor.

Façade

- Cleaning/mopping of hallway to greatness/University Façade.
- Cleaning and monitoring of comfort rooms.
- Cleaning of plant box and watering of plants.
- Cleaning of turnstile.
- Collecting, disposing of garbage and cleaning of trashbin.
- Doing other works that may be advised by the immediate supervisor.

Grounds

- Sweeping of University grounds.
- Collecting, disposing of garbage, and cleaning of trash bin.
- Removing of weeds and other grass.
- Watering of plants.
- Doing other works that may be assigned by the immediate head.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Roldan Ragot, Head of HRMO**, together with your updated resume, transcript of records and other credentials (i.e., Certificate/s of Employment and Certificate/s of Seminars and Trainings) at recruitment.pb@g.batstate-u.edu.ph with the subject **ATTN: Administrative Aide I**. Submission of application is only from **June 22, 2021 – July 1, 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;
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 position is for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.