



Republic of the Philippines

## **BATANGAS STATE UNIVERSITY**

Batangas City

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### **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:

#### **One (1) Administrative Aide VI**

**(Under Job Order Status; To be assigned at the Bids and Awards Committee, BatStateU –Pablo Borbon)**

**Education:** Graduate of Legal Management, Public Administration or Political Science

**Experience:** Preferably with one (1) year experience

**Expertise:** Communication, Office Management, Basic knowledge on Computer operations and applications, word processing and spreadsheet applications, ability to operate office electronic equipment and computers, ability to do filing system and records basic knowledge in preparing minutes of meetings, resolution letters: can prepare, review, revise and maintain a technical document. Knowledgeable in Government procedure process will be an advantage.

**Eligibility:** None required

**Salary Grade 6 – 105.85 / hour**

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

- Assists in the preparation / drafting of communications of the office.
- Assists in the preparation of minutes, reports, and bidding documents of Bids and Awards Committee.
- Assists in ensuring the compliance of BAC Office in the legal mandates pursuant to GPPB guidelines, rules, regulations, and resolutions.
- Assists in the collection, review, analysis of data, preparation of reports, charts, budget and other presentation materials.
- perform all administrative tasks such as review of the 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 and externally.
- Assists in checking the eligibility of bidding documents.
- Assists the BAC Secretariat and the BAC Committee in the accomplishment of tasks.
- Perform other related duties as required.

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](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: Administrative Aide VI**. Submission of application is only from **June 7, 2021 – June 16, 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](http://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.