



Republic of the Philippines
BATANGAS STATE UNIVERSITY
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 Assistant I - SG 7
(Under Job Order Status; To be assigned Sports Development Program,
BatStateU – Central)**

Education: Any four year Bachelor's Degree

Experience: 2 years related experience

Expertise: Computer literate, administrative of clerical skills and familiarity in record keeping

Salary Grade 7 – (112.21/hour)

Duties and Responsibilities:

- Serves as Frontline services. Entertains/Assist the visitors/students inquiries, gym utilization, prepare documents and other needs with regards to sports and other related matters.
- Responsible in keeping all important records/document and file of the office.
- Transmit and follow-up communication letter (request, excuse, budgets, alobs, voucher) forwarded to other concerned official/office.
- Prepare the Annual Report, Monthly Report and Program of Activities for Sports Development Program.
- Encode the Budget Proposal for Sports Development Program every Year and prepare the power point presentation for the deliberation of the said Proposal.
- Prepare/Encodes communication letters such as request budget, varsity excuse letter, reimbursement and liquidation for Sports Activities participated. Prepare the summary of expenses and sort out all the supporting documents (OR receipts, RER, Appearance and Certification).
- Prepare the request letter of the honorarium Pay for the hired trainer and faculty coaches in the different Sports Event. Compute their individual OT per week.
- Answered queries and concerned of all constituent campuses.
- Perform other related tasks as required by the Sports Director and other higher authorities.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Assistant I**. Submission of application is only from **June 7, 2021 – June 16, 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 1104.