



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas 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 External Affairs, BatStateU – Central and BatStateU - Pablo Borbon)**

**Education:** Graduate of Tourism Management or Development Communication Course

**Experience:** Has a working experience in a firm whose responsibility is in relation with reports, letters, proposals, presentations and hosting programs

**Expertise:** Ability to communicate effectively; Clear and concise writing; Documentation and management of program and activities

**Salary Grade 6 – (110.45//hour)**

**Duties and Responsibilities:**

- Act as Secretary to the Director of External Affairs and as Head of External Affairs - Pablo Borbon Campus.
- Provide assistance to the Director of External Affairs in projects and activities of Alumni Affairs.
- Accommodates inquiries of students (local/foreign), visitors, faculty and clientele.
- Prepares and manages correspondences, reports, and documents, quarterly report, accomplishment report, PPMP, monthly status and semestral report of the foreign students
- Sends communications to fax and email, scans documents, and researches necessary data for the preparation of different reports in the office
- Receives notices, letters, memoranda, and other documents from different offices
- Arranges reservation of vehicle/s for official business of the immediate supervisor
- Keeps, files, organizes, documents and manages the records in the office for fast and easy reference/access
- Organizes, coordinates and calendar all meetings/appointments, travels, seminars/trainings to be attended by the immediate supervisor
- Receives and directs phone calls to designated persons
- Update database/tracker of the received documents from the various offices
- Performs other tasks as maybe required by the immediate supervisor

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](mailto:recruitment.central@g.batstate-u.edu.ph)** with the subject **ATTN: Application for Administrative Aide VI at External Affairs**. Submission of application is only from **June 25, 2021 to July 04, 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.