



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 at Social Innovation Research
Center, BatStateU - Central)**

Education: Graduate of four-year course preferably any Social Science course

Experience: At least 1 year experience on research writing,
particularly social science and business researches

Expertise: Research, data analysis, data management.

Salary Grade 7 – (112.21/hour)

Duties and Responsibilities:

- Performs all administrative tasks such as review of documents and other important files of the office such as but not limited to letters, forms, MOA, daily time record of staff under the office; take phone calls, respond to emails; compiles, photocopies sorts, and files records and activities; disseminates and distributes outgoing documents to other offices; coordinates the flow of information both internally and externally; monitors the available supplies in the office.
- Organizes files and documents for easy retrieval in preparing reports required by the office.
- Assist in writing research papers ie. review of related literature, summary of results, etc.
- Assist in the preparations of charts, graphs, and other related materials for reports and presentations as the need arises.
- Performs other duties as may be assigned from time to time.

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 at SIRC**. Submission of application is only from **June 02, 2021 to June 11, 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.