



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. One (1) Administrative Aide VI

(Under Job Order Status; To be assigned at the College of Arts and Sciences,

BatStateU –Pablo Borbon)

Education: Preferably with Degree in BS Development Communication

Experience: At least with one (1) year of experience in office works and journal publication

Expertise: With knowledge and skill on the use and operation of computers; Administrative and Communication work

Eligibility: None required

Salary Grade 6 – 110.45/hour

Duties and Responsibilities:

- Act as recording secretary in faculty meetings and prepare minutes of the meeting.
- Prepare, sort out, and organize documents for accreditation and ISO Audit including office files.
- Note necessary information and directives from Offices and partner agencies.
- Receive phone calls, queries from other offices and agencies, College and GS students and other clients.
- Follow up College requests, grades of students, and other forms of requests from both faculty and students.
- Receive and record submitted faculty requirements, students' theses/dissertations, and other documents received from other offices.
- Collate and organize students' records and office documents.
- Encode College requests, Memos, and other documents that need to be submitted to other offices.
- Assist College students (Undergrad and GS) during enrolment period, including documents needed for Proposal/oral defense.
- Receive and send communication to other offices including encoding invitation to panel members for thesis /dissertation defense.
- Write communication letters to other concerned offices as directed by immediate supervisor.
- Perform directives/ instructions/ tasks given by immediate supervisors.

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: CAS Administrative Aide VI**. Submission of application is only from **June 30, 2021 – July 9, 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.