



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.batstateu.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:

One (1) Administrative Assistant II

(Under Job Order Status; To be assigned at the Office of the Vice Chancellor for

Academic Affairs, 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 8 – 124.44/hour

Duties and Responsibilities:

- Serves as administrative assistant to the Vice Chancellor for Academic Affairs by providing or overseeing reception services, scheduling appointments, meetings, and travel, maintaining the supervisor's calendar, preparing and proofreading correspondence, reports, and other documents prepared by the supervisor, organizing and maintaining paper and electronic filing systems, initiating recurring administrative processes, coordinating projects, and assisting in the completion of reports by researching and gathering required information and preparing reports.
- Helps the department to achieve its mission by coordinating processes associated with work specific to
- the department, such as using standards, criteria, contracts, or agreements to screen and processing various types of applications or documents, collecting and depositing fees, generating billing for departmental products or services, developing, maintaining, and utilizing databases, arranging meetings and/or multiple consultations or interviews integral to the work of the department on an ongoing basis, auditing and processing time records for large groups of full-time, part-time, and/or student employees, etc.
- Serves as the communication hub of the department by communicating information from the supervisor to others, collecting and organizing information requested by the supervisor from others, making information available to others by mail, email, telephone, and the web, and providing more complex information on processes specific to the department to faculty, staff, students, other departments, and/or the public.
- Obtains equipment, services, and supplies needed by the department by maintaining an inventory of office supplies, purchasing computers, furniture, office supplies and equipment, determining the appropriate method to pay for goods or services purchased by the department following University policy and procedures, and utilizing the appropriate process.
- Assists the supervisor to varying degrees in maintaining financial control of departmental accounts by reconciling purchases to Financial Services reports, tracking income, expenditures, and transfers to Financial Services reports, and/or maintaining internal records of expenditures.
- Organizes, coordinates, plans, and conducts departmental events by securing space, equipment, food, preparing invitation, announcements, agendas, brochures, and packets, purchasing awards, making travel arrangements and reservations, and overseeing the event as it occurs.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current by attending professional development courses, software training classes, and courses and/or training sessions as directed by the supervisor or

- required by the University.
- Supports the department by performing all other duties as assigned by the supervisor.

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: OVCAA Administrative Assistant II**. 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.