



Republic of the Philippines
BATANGAS STATE UNIVERSITY LIPA

Marawoy, Lipa City
Tel. Nos. (043) 980-0385 loc. 3112

E-mail Address: recruitment.lipa@g.batstate-u.edu.ph • Website Address: <http://www.batstate-u.edu.ph>

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 the Human Resource Management Office, BatStateU - Lipa)

Education: Graduate of BS Human Resource Development Management

Experience: At least 1 year of relevant experience in quality management

Expertise: Training and Development

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Prepare analysis of faculty members and employees;
- Monitor implementation of proposed seminars and trainings;
- Maintain and update systematic filing of documents concerning training and development;
- Create and update data base of personnel's training and development;
- Layout organizational chart/tarpaulin/certificates, etc;
- Prepare appointments;
- Distribute Statement of Assets, Liabilities and Net Worth;
- Collect and follow-up Performance Appraisal of all employees, teaching and non-teaching staff;
- Prepare needed report;
- Prepare communication letters, advisories, etc;
- Process and submit documents from/to other offices;
- Photocopy of documents;
- Entertain phone calls;
- Perform other tasks as may be assigned by the supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva, thru Ms. Ester M. Iglopas, Head of HRMO** at recruitment.lipa@g.batstate-u.edu.ph with the subject **RE: Application for Administrative Aide VI– HRMO (Lipa Campus)**. Submission of application is from **July 19, 2021 to July 28, 2021** with the following documents:

1. Scanned copy of fully accomplished Personnel Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
2. Scanned copy of Transcript of Records;
3. Scanned copy of Diploma; and
4. Scanned copy of other credentials:
 - *Certificate of Employment if previously employed; and*
 - *Relevant certificate of Trainings/Seminars attended within the last five (5) years.*

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call (043) 980-0385 local 3112.