



Republic of the Philippines
BATANGAS STATE UNIVERSITY LIPA

Marawoy, Lipa 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 the Chemistry/Physics Lab, BatStateU - Lipa)

Education: Bachelor's Degree

Experience: With 1 year administrative experience

Expertise: With knowledge/skill in Microsoft Office and effective written communication.

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Supports laboratory staff by maintaining glassware; maintaining logs and record books; troubleshooting and resolving problems; helping with special projects.
- Provide assistance to the Dean of College.
- Advise the faculty members about memos and other concerns.
- Sorts, files and ring bind files/documents needed by the office.
- Assists the faculty members with regards to their schedule.
- Contact and interact other offices to obtain and provide basic information/answer phone calls/ queries.
- Maintain laboratory equipment and instruments; check for calibration validation on selected chemistry and physics laboratory instruments.
- Prepares and maintain stock and other resources.
- Keep laboratory supplies ready by inventorying stock; placing orders; verifying receipt.
- Keep equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Documents information by maintaining daily logs and equipment record books.
- Resolves problems by examining and evaluating data; and selecting corrective steps.
- Encode request letters and other communications related to laboratory matters; follow-up the letters to the different offices for signature and approval.
- Assists the students and faculty members and other people who visit the laboratory.
- Perform such other function and duties as may be assigned by the higher authorities.

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– Chemistry/Physics Lab (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.