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 Procurement Office, BatStateU-Lipa)

Education: Graduate of Business/Communication related courses.
Experience: Preferably one (1) year administrative work experience.
Expertise: Knowledgeable in basic and advanced computer operations, effective written communication, preparation of reports, and clerical works.
Salary Grade: SG 6 (110.45/hr)

Duties and Responsibilities:

- Preparation of ISO requirements (Quality Objectives, Risks Assessment Reports, Input-Process-Output Matrix and others as needed);
- Preparation of Accomplishment Reports, Performance Monitoring tool reports and other reports as needed;
- Consolidation of Project Procurement Management Plan (PPMP) of the University under the MDS, STF and Fiduciary Funds;
- Preparation of the Annual Procurement Plan of the Procurement Office;
- Assists in the BAC meeting and preparation of the BAC documents;
- Logs and bring the Purchase Request to the End-User/Requisitioner for signature;
- Logs and secures the Recommendation and Approval of the Abstract of Canvas by the BAC Members and VCAF, respectively;
- Process the Purchase Order (PO)/ Job-Order (JO) indicating the name of the winning external providers;
- Follow-up the approval of both the Abstract of Canvass and the Purchase Order;
- Logs and bring the copy of the approved Purchase Order to the Commission on Audit;
- Evaluates, monitors and consolidates the external providers performance;
- Prepares Inspection and Acceptance Report based on Purchased Order forwarded by Procurement Office, Bidding Documents for BAC Office, CLR forwarded by End-Users, RGO, and DBM Procurement Services documents;
- Prepares Property Acknowledgement Receipt for the Equipment 15, 000 and above purchased by the Campus;
- Performs other duties that may be assigned from to time;
- Attend to the queries of the external providers, end-users and other stakeholder of the Campus/University;
- Reproduction and documentation of Procurement transactions.

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– Procurement Office (Lipa Campus)**. Submission of application is from **July 28, 2021 to August 6, 2021** with the following documents:

1. Updated resume
2. Scanned copy of Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
3. Scanned copy of Transcript of Records;
4. Scanned copy of Diploma; and
5. Scanned copy of other credentials:
    - *Certificate of Employment if previously employed; and*
    - *Relevant certificate of Trainings/Seminars attended within the last five (5) years (if any).*

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.

Please be noted that incomplete documents will not be processed/entertained