



Republic of the Philippines
BATANGAS STATE UNIVERSITY ALANGILAN
Alangilan, Batangas City

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 Office of the Vice Chancellor of Academic Affairs, BATSTATEU-Alangilan)

Education: Bachelor's Degree

Experience: At least (2) years of relevant experience

Expertise: Computer Literate

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Assist in coordinating with the College Deans and Heads of Academic Affairs of Alangilan and extension campuses regarding matters and concerns related to academic affairs;
- Checks and verifies data on payrolls, vouchers, and other related documents;
- Provides frontline services to all stakeholders and visitors of the office;
- Takes messages and handles correspondence correctly;
- File documents and maintaining databases;
- Assist in monitoring office supplies and in ordering replacements;
- Helps maintain the completeness and control of the different Logbooks for the QMS;
- Safekeeps the documents, records and reports submitted/forwarded by the students, colleges, researchers and other offices;
- Controls the numbering, filing and sorting and retrieval of both electronic and hard copy documents prepared in the office;
- Observes best office practices and etiquette;
- Perform other duties and responsibilities as required by the higher authorities.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than, July 21, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Scanned copy of Transcript of Records;
3. Scanned copy of other credentials.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitmentand**

hiring.alangilan@g.batstate-u.edu.ph with the Subject - ATTN: Application as Admin Aide VI - VCAA. Submission of application is only from July 12, 2021 to July 21, 2021.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 2105.