



Republic of the Philippines
BATANGAS STATE UNIVERSITY-LIPA

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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 Project and Facilities Management Office, BatStateU-Lipa)

Education: Bachelor of Science in Electrical Engineering

Experience: With 1-2 years experience in the related field

Expertise: Knowledgeable in analyzing drawings, proficient in MS Office and AutoCAD, and must have excellent oral and written communication skills.

Salary Grade: SG 6 (110.45/hr)

Duties and Responsibilities:

- Auto CAD Drawing/Drafting of necessary plans and revisions based on recommendations and;
- Prepares detailed Bill of Quantities and Cost Estimates necessary for materials and labor costs arising from the same;
- Prepares drawing details/shop drawings and plans of areas/structures, to be repaired or renovated;
- Consolidates program of works (Scope of Works, Specifications and Bill of Quantity and cost Estimate) of project in its entirety.
- Assists in the preparation of as-built drawings and plans needed in the bidding and implementation of infrastructure projects as well for accreditation purposes.
- Assist in the project inspections and ocular visits with log-book record keeping;
- Assists in the preparation of Project Reports as per Project Inspections and Ocular visits.
- Manage day-to-day work on projects in construction phases; coordinates and makes recommendations regarding status of work.
- Checks field documentation such as logbooks, plans and programs of works schedules, s-curve, laboratory test results, etc., are maintained and/or updated;
- Prepares statement of work accomplishment of on-going projects;
- Performs such other duties and responsibilities as may be assigned by the immediate 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– Property and Facilities Management Office (Lipa Campus)**. Submission of application is from **August 6, 2021 to August 15, 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