



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 Quality Assurance Management, BatStateU-Lipa)

- Education:** Preferably graduate of Engineering, IT Education, or Business Course.
Experience: Preferably one (1) year experience with knowledge in QMS.
Expertise: Analytical, technical, and numerical skills, communication (oral and written) skill.
Salary Grade: SG 6 (110.45/hr)

Duties and Responsibilities:

- Assists in performing evaluations and controlling of submitted undergraduate curricula and syllabi of colleges.
- Reviews and proofreads documents for consistency of document format concerns such as checking of Course Information Syllabus Review Checklist against curriculum and syllabus.
- Keeps track of undergraduate programs relative to submission of mandatory requirement.
- Performs evaluation of external and internal documents subject for listing, controlling and issuance to concerned processes/areas.
- Updates regularly the list of statutory and regulatory requirements as mandated by the international standard.
- Performs regular audit of Quality Objectives and its corresponding Performance Monitoring Tools, maintenance of the documents and records as required by the international standard, tracking, monitoring (which includes monthly, quarterly, semestral, semi-annual and annual) coordination and reporting on documents review progress.
- Prepares and updates Document Masterlist of Curricula, Syllabi, Quality Objectives, Internal Documents and External Documents as necessary.
- Prepares Performance Monitoring Template for all offices and college in the campus.
- Prepares Distribution List for Curricula, Syllabi, Quality Objectives, Internal Documents and External Documents and facilitate distribution to concerned offices/college.
- Keeps database for all controlled logbooks in the campus.
- Keeps and updates all management system documents and records, including electronic copies.
- Maintain systematic filing of controlled obsolete documents, external documents, syllabi, curricula, course syllabus review checklist, quality objectives and other pertinent documents for easy retrieval.
- Performs constant follow-up on documentary requirements among all colleges and offices subject for audit.
- Coordinates with campuses subject for audit all necessary details regarding curricula, syllabi, quality objectives, performance monitoring and internal and external documents.
- Contacts and interacts with other offices to obtain and provide basic information.

- Prepares and process requests and various documents, ensuring that all necessary details are provided.
- Provides management with relevant up-to-date information/reports on status of QMS documentation including the progress and developments on mandatory documents and records.
- Assists in performing evaluations and collection of accomplished Customer Satisfaction Survey form offices and colleges.
- Performs statistical work on submitted CSS forms for monthly and semi-annual analysis of data.
- Coordinates with all offices/colleges regarding the percentage respondents' result of monthly and semi-annual as to satisfactory and unsatisfactory rating.
- Provides offices/colleges graphs generated from the data gathered on customer satisfaction survey.
- Provides data for semi-annual report of CSS as input to management review.
- Coordinates with campuses subject for audit all necessary details regarding customer satisfaction survey.
- Maintains systematic filing of accomplished customer satisfaction survey forms.
- Provide technical assistance and coordination in the preparation of risk assessment, risk re-assessment and monitoring log and its corresponding evidences and required documents and records.
- Performs regular monitoring and evaluation of Risk Monitoring Logs and Risk Re-Assessment as to its consistency against the submitted Risk Assessment.
- Performs constant follow-up on documentary requirements among all colleges and offices subject for audit.
- Coordinates with campuses subject for audit all necessary details regarding customer satisfaction and risk assessment.
- Contacts and interacts with other offices to obtain and provide basic information.
- Prepares and process requests and various documents, ensuring that all necessary details are provided.
- Assists in the coordination and conduct of meetings, mock audits, Internal Quality Audits, mandatory trainings/seminars and Certification Audits.

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-QAM (Lipa Campus)**. Submission of application is from **July 30, 2021 to August 9, 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