



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 Assistant II - SG 8

(Under Job-Order Status: To be assigned at the Office of Vice Chancellor for Research, Development and Extension Services, BatStateU-Lipa)

Education: Graduate of any 4 year course

Experience: With 1 year administrative experience

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

Salary Grade: SG 8 (124.44/hr)

Duties and Responsibilities:

- Assists superior concerning VCRDES office, projects/program/activities.
- Communicates with the different offices inside and outside the University to obtain and provide complex information i.e. planning, implementing and monitoring research and extension project/activities.
- Utilizes research and analytical skills in the performance of duties.
- Processes documents with minimal supervision.
- Performs computer-related tasks and relevant software applications with high proficiency.
- Assists customer with difficult and/or complex transactions. May assists customers with regulatory compliance issues.
- Receives and encodes, prints/sends documents needed by the office/other offices.
- Assists the Head of the Research and Extension with their concern about program/activity/proposal i.e project proposal, evaluations, research capsule proposal, monitoring, etc.
- Photocopy documents and disseminates memorandums/announcements.
- Properly document all the activities of the office, keep and maintain records.
- Assists in the preparation of certificate, tarpaulin/poster, program of activities, journal and newsletter.
- Answers calls, take messages and handle correspondence.
- Prepares requisition form for the supplies needed in the office.
- Perform other duties and responsibilities that may be assigned by the immediate supervisor or higher authorities and officials.

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 Assistant II– VCRDES (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