



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 Dean, CICS – BatStateU Alangilan)

Education: Graduate in any IT related program

Experience: Must be familiar with the college operations

Competencies: Communication Skills, Technology Skills and Clerical Skills

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Assists and records student and faculty request letters;
- Disseminates information, memorandum and other forms of communications from VCAA/Dean and other office concerns to faculty members involved;
- Provides technical assistance to the Dean in conducting meeting by preparing attendance sheets;
- Interacts with the Department Chairs to exchange information and coordinates with the dean for proper implementation of plans, actions and activities of the College;
- Assists and answers highly diversified inquiries of students, faculty members and other people who visit the office;
- Assists the faculty and students during enrollment period;
- Answers and entertains phone calls received in the office;
- Receives and files incoming and outgoing documents;
- Encodes/updates Faculty Schedule, Class Schedule and Room Schedule;
- Assisted for the preparation for AACCUP/PTC/PICAB/ABET documents;
- Photocopies outgoing documents to be filed or disseminated;
- Prepares reports, encode data, and is In-Charge of Office Administration;
- Coordinates workshops in service training for senior college students, faculty and personnel;
- Analyzes staffing needs of the college and makes necessary proposals or recommendations of additional workforce;
- Responds to the needs of immediate supervisors', faculty, administration in exchanging information and gathering pertinent data and communications;

- Computes, encode and generates summary of the IPCR;
- Update and process CHED Forms A, B, and C of each faculty member of the College for every semester;
- Assist in the preparation of faculty loadings & detailed computation of faculty honorarium every semester for the allocation of budget;
- Prepare and encode the Performance Evaluation of CICS supervisor:
 - *Detailed computations of CICS Supervisor's Performance Evaluation by
 - *Clients, Peers, Self, Subordinates and Immediate Supervisor
 - *Summary form of evaluation/performance (teaching and administrative function)
- Prepare re-assessment letter for tutorial classes;
- Assists in the preparation of APP & Proposed Budget of the College;
- Encode request letters and other communication; follow-up the letters to the different offices for signature and approval;
- Encode recommendations of the faculties' continuance of service;
- Process requests of office supplies of the College;
- Receive pay slip to the accounting office and distribute to the faculty members;
- Compute, check and print automated attendance of CICS faculty;
- Performs other academic tasks assigned by the Dean and other 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, August 15, 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 August 6, 2021 to August 15, 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.