



Republic of the Philippines

BATANGAS STATE UNIVERSITY

Batangas City

Tel. Nos. (043) 980-0385 loc. 1804

E-mail Address: recruitment.pb@g.batstate-u.edu.ph • Website Address: <http://www.batstateu.edu.ph>

HUMAN RESOURCE MANAGEMENT OFFICE

Pablo Borbon

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 Human Resource Management Office -BatStateU - Pablo Borbon)

Education: Graduate of Bachelor's Degree in Business Administration major in Human Resource Management / BS/AB Psychology or any related courses

Experience: Preferably with one (1) year experience

Expertise: Knowledge in Human Resource Management especially in benefits administration and office management, Written and Oral Communication Skills, Customer Relations, Advanced Knowledge in computer operation and applications.

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Daily Assists in the benefit administration (GSIS, Philhealth, Pag-Ibig, ect)
- Assists in processing of appointments for Civil Service Commission (CSC) Compliance
- Prepares the Agency Remittance Advice (ARA)
- Assists in preparing Monthly Report of Service if regular Faculty members
- Checks and consolidates of Alternative Work Arrangement (AWA)
- Assists in the submission of Reportorial Requirements: (SALN, CHED ABC, GSIS Business Partner Number (BP No.), Faculty Profile, Reimbursement of Financial Assistance, Demographic Profile LUDIP; etc.)
- Provides administrative support to Human Resource Management Office; and
- Performs other tasks as may be assigned by the immediate supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Roldan Ragot, Head of HRMO**, together with your updated resume, transcript of records and other credentials (i.e., Certificate/s of Employment and Certificate/s of Seminars and Trainings) at recruitment.pb@g.batstate-u.edu.ph with the subject **ATTN: HRMO Administrative Aide VI**. Submission of application is only from **August 3, 2021 – August 12, 2021**.

1. Fully accomplished Personal Data Sheet (with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Scanned copy of certificate of eligibility/rating/license;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials.
 - Certificate of Seminar/Trainings attended; and
 - Certificate of Employment (if previously employed).

The above position is for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.