



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas 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 Presidential Project Management  
Office, BatStateU -Central)**

**Education:** College Graduate

**Experience:** With administrative / secretarial experience

**Competencies:** Excellent administrative, secretarial, and organization skills with attention to details. Proficient in Microsoft office applications and google workspace. Able to work under pressure.

**Salary Grade 6 – (110.45/hour)**

**Duties and Responsibilities:**

- Perform the full range of duties as assigned, work independently; apply well developed clerical and office support knowledge, and exercise judgment and initiative; Forwarding of official letters concerning this office's communications;
- Compiling, copying, filing and sorting of documents and records of activities and transactions; photocopying of documents, facsimiles and letters, etc.
- Maintaining a record of the incoming and outgoing documents;
- Locating the whereabouts of personnel and clients who may have been involved in the daily transactions of this office;
- Assisting the immediate supervisor in the preparation of travel itineraries, reimbursements, trip tickets for official businesses and various project requirements;
- Answering telephone calls and taking down messages for relaying to the immediate supervisor or staff concerned; and doing tasks as may be assigned by the immediate supervisor;
- Preparing correspondence to University offices, contractors, suppliers and other recipients as required;
- Assisting the Technical Working Group (TWG) in the process of bidding evaluation reports and coordinating with Bids and Awards Committee (BAC);
- Supporting the project management staffs in preparation of documents required for project planning and implementation and other related concerns;
- Coordinating with suppliers and contractors regarding various matters and requirements;
- Preserving the e-files of infrastructure projects;
- Preparing University-related documents and files needed by different offices for report purposes;
- Coordinating with other University personnel as need arises;
- Performs such other duties and responsibilities as may be assigned by the immediate supervisor.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, OIC Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **[recruitment.central@g.batstate-u.edu.ph](mailto:recruitment.central@g.batstate-u.edu.ph)** with the subject **ATTN: Application for Administrative Aide VI at PRPMO**. Submission of application is only from **August 26, 2021 to September 04, 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 1104.