



Republic of the Philippines
BATANGAS STATE UNIVERSITY
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 Support Specialist - *SG 12**
(Under Job Order Status; To be assigned at the Office of the University President, BatStateU - Central)
Education: Bachelor's Degree in Communication, Management, Information Technology, or other related field
Experience: At least one year relevant experience
Expertise: Excellent communication skills both in written and oral; Excellent administrative and organization skills with attention to details; Proficient in Microsoft Office Applications and Google Workspace
Salary Grade 12 – (177.63/hour)
**Actual Salary Grade will be based on the qualifications of the selected candidate*

Duties and Responsibilities:

- Coordinate activities in the implementation of various programs and projects in the University and ensure adherence to relevant rules and regulations;
- Analyze and interpret gathered data and present the same for consideration of higher authorities;
- Prepare official communications and memoranda of the Office of the University President;
- Provide assistance in preparing University documents and files needed for accreditation and other related purposes;
- Perform office actions such as making liquidation report and reimbursement reports, making calls and coordinate with other University personnel as the need arises;
- Develop a data filing system for the pertinent documents of the University;
- Provide personal assistance to the immediate supervisor or higher immediate supervisor during meetings of the President's Advisory Council, Administrative and Academic Councils; and
- Perform other duties as may be required by higher authorities.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Support Specialist**. Submission of application is only from **August 02, 2021 – August 11, 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.