



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](mailto: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:

#### **One (1) Administrative Aide VI – SG 6**

**(Under Job Order Status; To be assigned at Administrative Services, DEA, RDES BatStateU – Lemery Campus**

**Education:** Graduate of BS Computer Science or any related Course

**Experience:** At least 2 year work experience in clerical and administrative functions

**Expertise:** Knowledge in document information system

**Salary Grade 6 – (110.45/hour)**

#### **Duties and Responsibilities:**

- Provides administrative suggestions to the Campus Heads of Research and Extension, Development and External Affairs, and Administrative Services.
- Assists in keeping and filing of office records and documents for the three offices.
- Coordinates and conduct follow up bills, documents and other transactions submitted to Pablo Borbon.
- Assists and decides in the preparation of documents that need to be submitted.
- Assists in receiving and evaluating items delivered in the campus.
- Decides and create information related to Administrative Services, DEA, RDES for dissemination.
- Maintains and creates filing system that make records and documents retrievable and accessible while ensuring the safety and safety of files.
- Assists to accomplish necessary forms for submission in the Planning Office such as CHED Forms.
- Answer queries and concerns related to DEA, RDES, and AS.
- Conduct monthly inspection and perform installation, and repair of defective equipment or facilities in the computer laboratories, education laboratory, electrical laboratory, physics laboratory, and chemistry laboratory of the campus.
- Checks and monitors the internet connectivity in the campus and communicate with ICT services PB for inspection and repair.
- Maintains laboratory equipment and tools safe and in good condition.
- Maintain inventory of all laboratories in the campus recommended for the condemnation and repair of hardware and software, as well as other laboratory equipment.
- Encode and inquire information of enrollees on Batangas State University Enrollment System.

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](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: BatStateU-Lemery Administrative Aide VI**. Submission of application is only from **August 24, 2021 – September 2, 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](http://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.