



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 Assistant II – SG 8  
(Under Job Order Status; To be assigned at the Office of the VP for  
Administration and Finance, BatStateU – Central)**

**Education:** Bachelor of Science in Business Administration / Accounting / Finance / Economics / Information Technology

**Experience:** Works as executive assistant to a senior official, exposure to accounting / financial reporting; document analyst; reviewer

**Competencies:** Communication skills, file management, interpersonal skills, decision-making skills, clerical skills, technology (computer) skills; report preparation and presentation skills, data gathering skills.

**Salary Grade 8** – (124.44/hour)

**Duties and Responsibilities:**

- Creating and maintaining the database of documents in the office.
- Follow-up deadlines of specific / data from designated offices / departments.
- Gathering data and preparation of presentations inclusive of summarized, analyzed; and useful information needed by the VPAF on meetings and special reporting.
- Assisting on troubleshooting software and applications that occasionally malfunctioning and needing immediate action.
- Answering telephone calls and assisting in coordinating with different offices regarding queries on official documents.
- Filing, encoding and photocopying of documents needed in the Office.
- Receiving and logging of documents.
- Performing variety of clerical duties and responsibilities involved in financial record keeping and reporting.
- Performing related duties as may be required by the VPAF.

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 Assistant II at VPAF**. Submission of application is only from **August 31, 2021 to September 09, 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.