



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas

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 position:

1. One (1) Administrative Assistant II – SG 8
(Under Job Order Status; To be assigned at the Office of the Vice Chancellor for Development and External Affairs, BatStateU JPLPC – Malvar

Education: Graduate of any four (4) year course

Experience: One (1) year relative experience

Expertise: Advanced computer skills; time management skills; detail-oriented skills; and ability to work under pressure

Salary Grade 8 (124.44 per hour)

Duties and responsibilities:

- Assists the Office of the Vice Chancellor for Development and External Affairs' projects, programs, and activities;
- Coordinates with offices and colleges as regards to the preparation and submission of necessary documents relative to Development and External Affairs;
- Assists all the heads of the offices under the Office of the Vice Chancellor for Development and External Affairs namely - ICT Services, Resource Generation Office, External Affairs, and Planning and Development with their concerns about the plan, program, and activities;
- Assists clients (students/staff/ and faculty);
- Ensure timely processing of documents which includes receiving, encoding, printing, and sending of documents needed by the office and/or other offices;
- Photocopies and disseminates documents, memorandum, and announcements;
- Ensures proper documentation of all the activities of the office/ keeps and maintains records;
- Answers/responds to calls and messages;
- Ensures proper handling of correspondences;
- Prepares requisition form for the supplies needed in the office; and
- Performs other duties and responsibilities that may be assigned by the immediate supervisor and other higher authorities;

Qualified applicants may send the following documents with the email subject **ATTN: Application for Administrative Assistant II** at recruitment.malvar@g.batstate-u.edu.ph;

1. Application letter with applicant's signature addressed to:

Dr. PHILIP Y. DEL ROSARIO

Chancellor

Batangas State University JPLPC – Malvar

Thru: **FLORINA P. SANTIAGO, MSc, RPm**

Head, HRMO

Batangas State University JPLPC - Malvar

2. Updated resume/ curriculum vitae with applicant's signature;
3. Diploma and Transcript of Records;
4. Other pertinent documents such as Trainings & Seminars, Certificate of Employment, PRC Rating, License etc. (if applicable)

Kindly combine all the application documents into one PDF file only. Submission of application is from September 14, 2021 – September 23, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may reach us at recruitment.malvar@g.batstate-u.edu.ph.