



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

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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 position:

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

**(Under Job Order Status; To be assigned at the Office of the Vice Chancellor for Administration and Finance - BatStateU JPLPC – Malvar)**

**Education:** Graduate of any four (4) year course

**Experience:** One (1) year relative experience

**Eligibility:** None Required

**Expertise:** Effective verbal and written communication; advanced computer skills, good time-management skills, detail-oriented skills

**Salary Grade 6:** (110.45 per hour)

**Duties and responsibilities:**

- Logs and forwards incoming and outgoing documents such as Disbursement Vouchers, Purchase Requests, and other letters to the concerned office/s;
- Receives and encodes, prints/sends documents needed by the office or other requesting office/s;
- Prepares communication letters;
- Knows how to analyze data;
- Prepares request for additional staff or request for replacement;
- Properly documents all the activities of the office/ keeps and maintains records;
- Answers and forwards telephone calls and other forms of correspondence;
- Coordinates with General Service Office (GSO) on the request for the use of university facilities;
- Photocopies documents and disseminates memorandum/announcements;
- Prepares requisition form for the supplies needed in the office;
- Attends to the needs of faculty, students, and clients in the University; and
- Performs other related tasks assigned by the immediate superior

Qualified applicants may send the following documents with the email subject **ATTN: Application for Administrative Aide VI - OVCAF** at [recruitment.malvar@g.batstate-u.edu.ph](mailto: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)

Note: Kindly combine all the application documents into one PDF file only. Submission of application is from September 24, 2021 – October 3, 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](mailto:recruitment.malvar@g.batstate-u.edu.ph).

*Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.*