



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 Aide VI – SG 6

(Under Job Order Status; To be assigned at the Quality Assurance Office, BatStateU JPLPC – Malvar)

Education: Graduate of any four (4) year course

Experience: N/A

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

Salary Grade 8 (110.45 per hour)

Duties and responsibilities:

- Collects, encodes, and interprets data that was gathered from the survey forms that were administered to various departments;
- Reviews and consolidates all documents submitted by different offices;
- Checks the completeness and accuracy of documents to be controlled;
- Receives and responds to incoming and outgoing communication;
- Keeps and updates all management system documents and records (including electronic copies); and
- Performs other tasks assigned by the immediate supervisor

Qualified applicants may send the following documents with the email subject **ATTN: Application for Administrative Aide VI - QAO** 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)

Note: Kindly combine all the application documents into one PDF file only. Submission of application is from September 15, 2021 – September 24, 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.

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