



Republic of the Philippines
BATANGAS STATE UNIVERSITY ALANGILAN
Alangilan, Batangas City

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 AIDE I

**(Under Job Order Status; To be assigned at General Services Office
BatStateU Mabini)**

Education: Elementary or High School Graduate

Experience: At least 2 years' experience

Competencies: Recycling and Inventory Skills, Solid Waste
Management Skills, Communication Skills, Professional Integrity

Salary Grade 1 – (82.05/hour)

Duties and Responsibilities:

- Cleans, maintains, checks and monitors status of classrooms and office facilities;
- Cut, edges, trims, and prunes landscaped areas as required, hoes, weeds and rakes lawns;
- Cleans and maintain floor surfaces, ceilings and windows;
- Empty trash receptacles and ensure appropriate disposing of trash;
- Performs minor and major repairs of all buildings and equipment;
- Responds to emergency maintenance work as required;
- Performs other related duties as may be assigned by the supervisors.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than, October 4, 2021.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Scanned copy of other credentials.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO**, together with your updated resume, and other credentials at **recruitmentandhiring.alangilan@g.batstate-u.edu.ph with the Subject - **ATTN: Application as Admin Aide I – BatStateU Mabini.**** **Submission of application is only from September 24, 2021 to October 4, 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 2105.