



Republic of the Philippines
BATANGAS STATE UNIVERSITY
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. Two (2) Administrative Aide VI – SG 6
(Under Job Order Status; To be assigned at the Quality Assurance
Management Office, BatStateU – Central)**

Education: Baccalaureate degree
Experience: One (1) year experience
Expertise: Documentation/Accreditation
Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Assists in monitoring of status of application for Certificate of Program Compliance (COPC);
- Coordinating with Campus QAM in with requests, queries, documents, and etc.;
- Preparing of reports for status of COPC status of all academic programs;
- Identifies the qualified program for Center of Development (COD)/ Center of Excellence (COE);
- Preparing, sending and receiving of communication letters to various offices, individuals and external agencies;
- Manage softcopies and hardcopies of QAM documents;
- Performs general office functions like monitoring office email, answering phone calls, maintaining, managing and securing office supplies, files, devices;
- Assists the QAM Director in general administrative tasks; and
- Performs other relevant tasks that may be assigned by higher authorities.

Duties and Responsibilities:

- Assists in monitoring of status of application for Institutional Accreditation, Institutional Sustainability Assessment, QS Ranking, ABET Accreditation;
- Assists in monitoring of status of application for Institutional Sustainability Assessment;
- Coordinating with Campus QAM in with requests, queries, documents, and etc.;
- Manage softcopies and hardcopies of QAM documents;
- Preparing, sending and receiving of communication letters to various offices, individuals and external agencies;
- Performs general office functions like monitoring office email, answering phone calls, maintaining, managing and securing office supplies, files, devices;
- Assists the QAM Director in general administrative tasks; and
- Performs other relevant tasks that may be assigned by higher authorities.

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, certificates of employment and training and other credentials at **recruitment.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Aide VI – QAM**. Submission of application is only from **September 09, 2021 to September 18, 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.