



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. One (1) Administrative Assistant II – SG 8
(Under Job Order Status; To be assigned at the Bids and Awards Committee
BatStateU – Central)**

Education: Graduate of any four (4) year course related in business or legal management or any related course

Experience: At least two (2) years administrative support experience related to public bidding

Expertise: Advance Computer Skills. Time-management skills. Detailed-oriented skills. Ability to work under pressure.

Salary Grade 8 – (124.44/hour)

Duties and Responsibilities:

- Prepare Minutes of Meeting such as Pre-procurement Conference, Pre-Bid Conference, Bid Opening, Financial Bid Evaluation and Post Qualification Evaluation.
- Prepare bid evaluation and post-qualification evaluation reports.
- Assist in the preparation of BAC Resolutions recommending the award of the projects and/or declaring failure of bidding.
- Prepare bidding documents of the winning bidders/contractors/suppliers for submission to COA, Property and Supply.
- Prepare matrixes of BAC Resolutions.
- Provide administrative and clerical support to the BAC.
- Provide assistance to BAC Members, co-workers and bidders during meeting and conference.
- Take custody of BAC documents and other records.
- Do other duties assigned by the superior from time to time.

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 Assistant II – BAC**. 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.