



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 Aide VI - SG 6

(Under Job Order Status; To be assigned at External Affairs, BatStateU – Central)

Education: Any Bachelor's degree

Experience: Has a working experience in a firm whose responsibility is in relation with reports, letters, proposals, presentations and hosting programs

Expertise: Ability to communicate effectively; Clear and concise writing; Documentation and management of program and activities

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Act as Secretary to the Director of External Affairs and as Head of External Affairs - Pablo Borbon Campus.
- Provide assistance to the Director of External Affairs in projects and activities of Alumni Affairs.
- Accommodates inquiries of students (local/foreign), visitors, faculty and clientele.
- Prepares and manages correspondences, reports, and documents, quarterly report, accomplishment report, PPMP, monthly status and semestral report of the foreign students
- Sends communications to fax and email, scans documents, and researches necessary data for the preparation of different reports in the office
- Receives notices, letters, memoranda, and other documents from different offices
- Arranges reservation of vehicle/s for official business of the immediate supervisor
- Keeps, files, organizes, documents and manages the records in the office for fast and easy reference/access
- Organizes, coordinates and calendar all meetings/appointments, travels, seminars/trainings to be attended by the immediate supervisor
- Receives and directs phone calls to designated persons
- Update database/tracker of the received documents from the various offices
- Performs other tasks as maybe required by the immediate supervisor

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 trainings attended and other credentials** at recruitment.central@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide VI at External Affairs**. Submission of application is only from **September 15, 2021 to September 24, 2021**.

NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY. FOR STRICT COMPLIANCE.

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.