



Republic of the Philippines

## **BATANGAS STATE UNIVERSITY**

Batangas City

Tel. Nos. (043) 980-0385 loc. 1804

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### HUMAN RESOURCE MANAGEMENT OFFICE

#### **Pablo Borbon**

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**

**(Under Job Order Status; to be assigned at the Office of the Vice Chancellor for Development and External Affairs -BatStateU – Pablo Borbon)**

**Education:** Degree on any business or technology related program

**Experience:** At least 1 year work experience

**Expertise:** Computer, document management system, office management, written and verbal communication

**Eligibility:** None Required

**Salary Grade 8 – (124.44/hour)**

#### **Duties and Responsibilities:**

- Accommodates and assists to any concern of the office and report it to the Vice Chancellor for Development and External Affairs
- Assists and coordinates the administrative tasks of the VCDEA and all the DEA heads (ICT Services, External Affairs, Planning, and Resource Generation)
- Performs all administrative tasks such as Prepare draft of communication letter, Review of documents and important files needed by the office (memos, letters, forms, invitations, MOU/MOA, daily time record, reports, etc.); Answer emails/telephone calls and take messages; Compile, copy, sort and file records of office activities and other matters; Disseminate and distribute outgoing documents to other offices; Coordinate the flow of information both internally and externally; Monitor the supplies and equipment of the office
- Assists in the preparation of documents for the targets and performance of the office related to Operational Plan, Monitoring Plan, Accomplishment Report, and others
- Assists in the preparation and submission of periodic reports required by other offices
- Recommends enhancement of the office management
- Gathers information relevant to DEA offices
- Assists the VCDEA in performing the additional tasks given by the Chancellor, VPDEA, President (PMT and committee memberships)
- Performs other related duties as required

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Roldan Ragot, Head of HRMO**, together with your updated resume, transcript of records and other credentials (i.e., Certificate/s of Employment and Certificate/s of Seminars and Trainings) at [recruitment.pb@g.batstate-u.edu.ph](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: Administrative Assistant II**. Submission of application is only from **September 28, 2021 – October 7, 2021**.

1. Fully accomplished Personal Data Sheet (with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Scanned copy of certificate of eligibility/rating/license;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials.
  - Certificate of Seminar/Trainings attended; and
  - Certificate of Employment (if previously employed).

The above position is for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.