



**Republic of the Philippines**  
**BATANGAS STATE UNIVERSITY JPLPC-Malvar**  
**Malvar, Batangas**

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**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 position:

**1. One (1) Administrative Aide VI – SG 6**

**(Under Job Order Status; To be assigned in the Office of the Chancellor - BatStateU JPLPC – Malvar)**

**Education:** Any four (4) year Bachelor's Degree

**Experience:** At least one (1) year relevant experience preferably in higher education

**Expertise:** Excellent verbal and written communication; advanced computer skills; good time management skills; detail-oriented skills

**Salary Grade 6** (110.45 per hour)

**Duties and responsibilities:**

- Assists the superior in the Chancellor's Office with regards to the office's projects, programs, and activities;
- Attends to the needs of the faculty, students, and clients of the University;
- Prepares internal and external communication letters and other reports needed by the office;
- Prepares minutes of the meetings;
- Photocopies and disseminates memorandum and announcements
- Coordinates with other offices and colleges with regards to the preparation and submission of necessary documents relative to the office;
- Supports and facilitates the completion of reports being submitted by the Office of the Vice Chancellors;
- Performs assigned duties with analytical thinking and research skills;
- Attends to queries and/or concerns by direct visitors and other clients of the University;
- Answers/attends to incoming phone calls and daily mails;
- Receives, logs, and forwards incoming and outgoing documents such as disbursement vouchers, purchase requests, and other letters to the concerned office/s;
- Encode, prints, and sends documents needed by the office;
- Demonstrates high proficiency in Microsoft Office Applications;
- Properly documents all the activities of the office/ keeps and maintains records; and
- Performs other duties and responsibilities that may be assigned by the immediate supervisor and other higher authorities

Interested and qualified applicants may send the following documents with the email subject **ATTN: Application for Administrative Aide VI – Office of the Chancellor** at [recruitment.malvar@g.batstate-u.edu.ph](mailto:recruitment.malvar@g.batstate-u.edu.ph);

1. Application letter with applicant's signature addressed to:

**Dr. PHILIP Y. DEL ROSARIO**

Chancellor

Batangas State University JPLPC – Malvar

Thru: **FLORINA P. SANTIAGO, MSc, Rpm**

Head, HRMO

Batangas State University JPLPC - Malvar

2. Updated resume/ curriculum vitae with applicant's signature;
3. Diploma and Transcript of Records;
4. Other pertinent documents such as Trainings & Seminars, Certificate of Employment, PRC Rating, License etc. (if applicable)

**Note: All application documents should be combined into one PDF file only. Application with incomplete documents shall not be entertained.**

Submission of application is from October 29, 2021 – November, 7 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may reach us at: [recruitment.malvar@g.batstate-u.edu.ph](mailto:recruitment.malvar@g.batstate-u.edu.ph).