



Republic of the Philippines
BATANGAS STATE UNIVERSITY-LIPA

Marawoy, Lipa City
Tel. Nos.: (043) 980-0385 loc.3112

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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 positions:

1. One (1) Administrative Aide VI - SG 6

(Under Job-Order Status: To be assigned at the Extension Services Office, BatStateU-Lipa)

Education: BA Communication/Management, or any 4-year relevant course.
Experience: At least 1 year of relevant experience.
Expertise: With IT Skills (knowledge in Microsoft Office, Photoshop, Canva) and has good command in written communication.
Salary Grade: SG 6 (110.45/hr)

Duties and Responsibilities:

- Assist the Head of Extension and Coordinators concerning projects, programs and activities.
- Provide administrative support to ensure the efficient operation of the office.
- Prepare computer related tasks and documents like certificates, invitations, evaluation reports, etc.
- Carry out administrative duties such as filing, encoding, copying, binding, scanning, etc.
- Exhibit polite and professional communication via email and phone.
- Assist in the coverage and documents of the projects, programs and activities.
- Logs concerns brought to the office and follow through on inquiries.
- Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.
- Prepares requisition form for the supplies needed in the office.
- Perform other tasks that may be assigned by the immediate supervisor or higher authorities and officials.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva, thru Ms. Ester M. Iglopas, Head of HRMO** at recruitment.lipa@g.batstate-u.edu.ph with the subject **RE: Application for Administrative Aide VI– Extension Services Office (Lipa Campus)**. Submission of application is from **October 8, 2021 to October 17, 2021** with the following documents:

1. Application Letter
2. Updated resume
3. Scanned copy of Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma; and
6. Scanned copy of other credentials:
 - *Certificate of Employment if previously employed; and*
 - *Relevant certificate of Trainings/Seminars attended within the last five (5) years (if any).*

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call (043) 980-0385 local 3112.

Please be noted that incomplete documents will not be processed/entertained