



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY LIPA**

Marawoy, Lipa City  
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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 Research Office, BatStateU - Lipa)**

**Education:** Graduate of BS Developmental Communication/BS Education major in English/Science/Math/Social Science/AB English

**Experience:** With 1 year administrative experience in research related organization. With experience in office management.

**Expertise:** With knowledge/skills in MS Office, excellent communication skills both oral and written

**Salary Grade 6 – (110.45/hour)**

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

- Provide assistance to the Research Head and Coordinator.
- Monitors and checks emails for urgent agenda memorandum, meetings, and advisories.
- Advise faculty members and other concern personnel about any updates, news or communications relative to the office.
- Encodes, prints, copies and disseminates letters and memoranda.
- Sorts, files and binds files/documents needed by the office.
- Takes minutes of the meeting.
- Assists in the preparation and management of accomplishment reports and narrative reports of the office.
- Receives and checks the documents submitted by faculty members and students relative to research and extension activities. Assists the faculty members with regards to their schedule.
- Sorts and files the Research Documents.
- Interacts with other offices to address issues and concerns relative to office's operations.
- Monitors the availability of equipment and supplies used in the office.
- Requests supplies to be used in operation of the office.
- Receives, photocopies and logs the documents for signature/record keeping.
- Maintains the cleanliness and orderliness of the office.
- Performs other functions and duties as may be assigned by the higher authorities.

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](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **RE: Application for Administrative Aide VI– Research Office (Lipa Campus)**. Submission of application is from **October 5, 2021 to October 14, 2021** with the following documents:

1. Scanned copy of fully accomplished Personnel Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Scanned copy of Transcript of Records;
3. Scanned copy of Diploma; and
4. Scanned copy of other credentials:
  - *Certificate of Employment if previously employed; and*
  - *Relevant certificate of Training/Seminars attended within the last five (5) years.*

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.