



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY ALANGILAN**  
Alangilan, Batangas 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 ASSISTANT II**

**(Under Job Order Status; To be assigned at Human Resource Management Office BatStateU Alangilan)**

**Education:** Any four years Bachelor Degree

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

**Expertise:** Knowledgeable on HR Facets (Training and Development, Hiring and Recruitment, Compensation and Benefits)

**Salary Grade 8–** (124.44/hour)

**Duties and Responsibilities:**

- Prepares Monthly Report of HRMO;
- Checking of monthly report on service of Permanent/ Casual and Job Order Workers;
- Prepares report for Quality Objectives of HRMO;
- Monitoring of Operational Plan of HRMO;
- Prepares training analysis of teaching and non-teaching personnel;
- Monitors implementation of proposed seminars and training;
- Maintains and updates systematic filing of documents concerning training and development;
- Creates and update database of personnel's training and development;
- Prepares and develop training aids as part of the implementation of a training;
- Prepares communication (letters, emails, notice and advisories) of the office;
- Checks and consolidates Statement of Assets, Liabilities and NetWorth (SALN) of Personnel yearly;
- Checks and consolidates Competency Assessment Forms and Training Plan Matrix of Faculty, Employees and Job Order Workers;
- Checks and consolidates staffing pattern as well as functional charts of offices and colleges;
- Prepares Certificate of Performance Rating of teaching personnel;
- Creates pre-test and post-test before and after implementation of training;
- Prepares complete documentation of intervention based on training assessment;
- Evaluates the effectiveness of training using the Training Effectiveness Evaluation Form;
- Perform other tasks as may be assigned by the immediate supervisor.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than, October 10, 2021.**

1. Fully accomplished Personal Data Sheet (PDS) 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. Scanned copy of Transcript of Records;
3. Scanned copy of Diploma;
4. Certificate of Employment;and
5. Scanned copy of other credentials:
  - Certificate of Seminars/Training attended; and
  - Certificate of Employment (if previously employed)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO**, together with your updated resume, and other credentials at **recruitmentand hiring.alangilan@g.batstate-u.edu.ph with the Subject - ATTN: Application as Admin Assistant II - HRMO. Submission of application is only from October 1, 2021 to October 10, 2021.**

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 2105.