



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
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 V - SG 11**

**(Under Job Order Status; To be assigned at Procurement Office, BatStateU - Central)**

**Education:** Graduate of four (4) year college course related on business or any course related to the job.

**Experience:** At least five (5) years of work experience in government procurement

**Competencies:** Proficient knowledge in Government Procurement; Proficient in dealing with external suppliers/providers of goods and services; Proficient knowledge in government accounting, auditing, and budgetary rules and regulations

**Salary Grade 11** – (162.80/hour)

**Duties and Responsibilities:**

- Assist on the preparation of documents (Requests for Quotation, Abstracts of Canvass, Notices of Award and Purchase Orders) for review and signing of the immediate supervisor and other signatories;
- Monitor the document filing system (physical and electronic) of the office;
- Assist on the preparation of documents as required by ISO 9001:2015 International Standards;
- Attend to the queries of the external providers, end-users and other stakeholder of the University;
- Process procurement documents to different offices whenever necessary;
- Perform other related tasks that may be directed by immediate supervisor.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, OIC Assistant Director of HRMO**, together with **updated resume, transcript of records, certificates of employment and trainings attended and other credentials** at [recruitment.central@g.batstate-u.edu.ph](mailto:recruitment.central@g.batstate-u.edu.ph) with the subject **ATTN: Application for Administrative Assistant V**. Submission of application is only from **October 13, 2021 to October 22, 2021**.

**NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY. FOR STRICT COMPLIANCE.**

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 1104.