



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 Quality Assurance Office of BatStateU JPLPC – Malvar)**  
**Education:** Graduate of any four (4) year course  
**Experience:** N/A  
**Expertise:** Advanced computer skills; time management skills; detail-oriented skills; and ability to work under pressure  
**Salary Grade 6** (110.45 per hour)

**Duties and responsibilities:**

- Collects, encodes, and interprets data that was gathered from the survey forms that were administered to various departments;
- Reviews and consolidates all documents submitted by different offices;
- Checks the completeness and accuracy of documents to be controlled;
- Receives and responds to incoming and outgoing communication;
- Keeps and updates all management system documents and records (including electronic copies); and
- Performs other tasks assigned by the immediate supervisor

Qualified applicants may send the following documents with the email subject **ATTN: Application for Administrative Aide VI - QAO** 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: Kindly combine all the application documents into one PDF file only. Submission of application is from November 22, 2021 – December 1, 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).

*Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.*