



Republic of the Philippines
BATANGAS STATE UNIVERSITY-LIPA

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

Email Address: recruitment.lipa@g.batstate-u.edu.ph • Website Address: <https://www.batstate-u.edu.ph>

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 Records Management Office, BatStateU-Lipa)

Education: Bachelor's degree holder
Experience: Preferably with experience in office works.
Expertise: Good written communication skills; Ability to work under pressure and minimal supervision.
Salary Grade: SG 6 (110.45/hr)

Duties and Responsibilities:

- Identifies the record series and determines record value and retention period.
- Updates the Records Disposition Schedules.
- Submits the Records Disposition Schedule for approval.
- Creates and labels files as needed.
- Sets up and labels active records in conjunction with his function or process;
- Maintains records logbook.
- Turns file of inactive records over to the RAC following the retention schedule, using the Transmittal and Receipt of Non-current records.
- Approves the transfer of files.
- Sets up and labels active records storage locations as needed.
- Receives inactive files for storage.
- Implements the disposition of records following the retention schedule.
- Facilitates the identification of records for disposal.
- Receives and log incoming letters and other communication.
- Logs and releases outgoing communications and other outgoing documents.
- Receives, log, dispatch and distributes mails delivered by the Philippines Postal Service to respective offices/departments, faculty members and employees of the university.
- Assists in request for documents and authentications of official records.
- Assists in preparation of reports including ISO documents, SPMS, FOI Reports, PPMP and Annual Accomplishments.
- Updates records in database.
- Scans records/documents.
- Answers phones, direct calls, take and delivers messages as needed.
- Coordinates to respective offices the assigned eFOI requests.
- Maintains and re-stock office supplies as needed.
- Monitors office equipment and materials.
- Other duties and responsibilities that may be assigned and given by the immediate supervisor.

Qualified applicants may send their application at recruitment.lipa@g.batstate-u.edu.ph with the subject **RE: Application for Administrative Aide VI - Records Management Office (Lipa Campus)**. Submission of application is from **November 12, 2021 to November 21, 2021** with the following documents:

1. Application Letter addressed to:
Atty. ALVIN R. DE SILVA
Chancellor, BatStateU-Lipa

Thru:

Ms. ESTER M. IGLOPAS
Head, HRMO - Lipa

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;
6. Scanned copy of Eligibility/License/Ratings (if any); and
7. Scanned copy of other credentials:
 - *Certificate of Employment if previously employed; and*
 - *Relevant certificate of Trainings/Seminars attended (for webinars, kindly submit proof of registration or attendance aside from the certificate, for verification)*

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