



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. Two (2) ADMINISTRATIVE AIDE VI – SG 6**

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

**Education:** Graduate of any four-year course

**Experience:** At least 6 months relevant experience

**Competencies:** Communication Skills, Technology Skills and Clerical Skills

**Eligibility:** None required

**Salary Grade 6 – (110.45/hour)**

**Administrative Aide VI – HRMO (Compensation and Benefits)**

**Duties and Responsibilities:**

- Prepares monthly report on service of permanent /casual employees and Job Order Workers;
- Prepares monthly report on service of Additional Job Order Workers;
- Creates and update database of Permanent/Casual and Job Order Worker's profile;
- Prepares communication (letters, emails, notice and advisories) related to compensation and benefits;
- Prepares and disseminate notice of end of contract for Job Order Workers;
- Prepares 201-file of newly-hired permanent/casual employees and Job Order Workers;
- Prepares contract of rehired and newly hired Job Order Workers;
- Updates monthly service credits;
- Encode and print Service Records and Certificate of Employment of Permanent, Part time Faculty and Job Order Workers;
- Received/review of DTR's of permanent/casual employees and Job Order Workers;
- Prepares report-COC, Subsistence Allowance/Hazard Pay of Health Services Staff;
- Posting of salary adjustments to service record cards;
- Collect and follow-up Performance Appraisal of Permanent/Casual Employees;
- Prepares Certificate of Compensatory Overtime Credits;

- Checks and consolidates Philhealth Membership Registration Form (PMRF) of faculty members; and
- Perform such other functions and duties as may be assigned by the immediate supervisor.

**Administrative Aide VI – External Affairs Office  
Duties and Responsibilities:**

- Contacts with outside organizations/agencies to obtain and provide complex information;
- Acts as focal person in the absence of the Head of External Affairs in answering inquiries of the stakeholders and clients of the office;
- Prepares pertinent reports and other related document of the office;
- Routes, sorts and opens incoming emails;
- Provides frontline services to all stakeholders and clients of the office;
- Makes communication letters as instructed by the supervisor;
- Takes messages and handle correspondence correctly;
- Manages files, documents and records (print and e-copy);
- Arranges and schedules appointments, meetings and events;
- Manages the inventory of External Affairs office supplies;
- Observes best office practices and etiquette; and
- Performs other duties and responsibilities as required by higher authorities.

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, November 14, 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. Performance rating in the last rating period (if applicable);
3. Scanned copy of Transcript of Records;
4. Scanned copy of Diploma;
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, transcript of records and other credentials at **[recruitmentand\\_hiring.alangilan@g.batstate-u.edu.ph](mailto:recruitmentand_hiring.alangilan@g.batstate-u.edu.ph) with the Subject - ATTN: Application as Admin Aide VI- HRMO/External Affairs. Submission of application is only from November 5, 2021 to November 14, 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.