



Republic of the Philippines
BATANGAS STATE UNIVERSITY ALANGILAN
Alangilan, Batangas City

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 Registrar’s Office – BatStateU Balayan)

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)

Duties and Responsibilities:

- Assist during enrollment period by accepting, reviewing, checking, and verifying the authenticity of credentials submitted by new students (freshmen and transferees);
- Prepare office records such as students’ master list and individual students’ record and update the office records frequently;
- Sort registration forms (by gender, course);
- Maintain, encode and store students’ information by creating a backup file of student’s record and for the reconstruction of lost or missing records of files;
- Print and release report of grades at the end of the semester;
- Encode, prepares and check the accuracy of the official transcript of records of each student and other pertaining documents;
- Verify and check the accuracy of the commencement program by means of proofreading;
- Organize, file and create data storage of students’ document (old and new) by year and by course as well as the grading sheets;
- Evaluate the grades and the credits earned of new students (freshmen and transferees), regular and irregular students and graduating students before or during enrollment period;
- Issues, process application for graduation and prepares list of candidates for graduation;
- Make a request letter for new and transferee student’s records from their previous institution;
- Make and post an important announcement on the bulletin board of information of the Office of the Registrar in relation to the admission, evaluation of grades for graduating students, submission of documents by the students and faculty and other related important documents needed by the office;
- Accommodate, accept process and issue student’s academic records such as Transcript of Records, certification, honorable dismissal, diplomas and other related documents;

- Coordinate the scholarship office, accounting office, and office of the director for academic affairs for authenticity and accuracy of students' records;
- Update completion/removal of grades, late uploading and correction of grades approved by the Dean;
- Assist client and answer phone calls for follow up on requested documents and other information;
- Prepare and submit monthly accomplishment report;
- Make a monthly inventory for the office supplies and materials.

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 17, 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;
2. Scanned copy of Transcript of Records;
3. Scanned copy of Diploma;
4. 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 with the Subject - ATTN: Application as Admin Aide VI-Registrar. Submission of application is only from November 8, 2021 to November 17, 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.