



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 Aide VI - SG 6**

**(Under Job Order Status; To be assigned at the Office of the VP for Administration and Finance, BatStateU - Central)**

**Education:** Bachelor of Science in Business Administration/ Accounting/ Financial Management

**Experience:** Preferably with 6 months of work experience, exposure to accounting/financial

**Competencies:** Knowledge in accounting and other related transactions, file management, interpersonal skills, decision making skills, can perform clerical work

**Salary Grade 6 – (110.45/hour)**

**Duties and Responsibilities:**

- Receive and log documents.
- Maintain the database of documents needed in the Office.
- File, encode, and photocopy of documents needed in the Office.
- Follow-up deadlines of specific/data to designated offices /departments.
- Assist in the compilation of reports/documents from different units of the Administration and Finance department for submission to internal and external offices.
- Answer telephone calls and assist in coordinating with different offices regarding queries on official documents.
- Perform a variety of clerical duties and responsibilities involved in financial record keeping and reporting.
- Perform related duties as may be required by the VPAF.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, Assistant Director of HRMO**, together with your **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 Aide VI at VPAF**. Submission of application is only from **November 11, 2021 to November 20, 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.