



Republic of the Philippines
BATANGAS STATE UNIVERSITY
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 Assistant III - SG 9

(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 1 year work experience as Executive Assistant to a Senior Official, exposure to accounting/financial

Competencies: Knowledge in accounting and other related transactions. Communication skills, interpersonal skills, decision making skills, report presentation skills.

Salary Grade 9 – (133.31/hour)

Duties and Responsibilities:

- Check, review, and verify documents for approval of the VPAF for accuracy completeness, and conformance to applicable rules, regulations, policies and procedures.
- Gather data and prepare presentations inclusive of summarized, analyzed, and useful information needed by the VPAF on meetings and special reporting.
- Draft, and/or finalize reports and other documents ranging from routine to complex; ensure all information is accurate and complete.
- Handle appointments and committee meeting participants; and prepare meeting materials.
- Assist on the preparation of annual accomplishment report and financial highlights.
- Receive and process information of a confidential nature; such information is maintained in strict confidentiality.
- Prepare power point presentation needed by the VPAF.
- 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 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 with the subject **ATTN: Application for Administrative Assistant III 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.