



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 II - SG 8

(Under Job Order Status; To be assigned at the CART Secretariat / OVPAF, BatStateU -Central)

Education: Graduate of Legal Management, Development Communication, or any other course / filed related to job description

Experience: At least 1 year experience

Competencies: Written and Verbal Communication, Layout/Graphic Designing

Salary Grade 8 – (124.44/hour)

Duties and Responsibilities:

Reporting to the Chairperson of CART and working closely with the CART Secretariat, assist the Committee on Anti-Red Tape (CART) in assuring the University's compliance with the provisions of RA 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018) and all rules and regulations promulgated by the Anti-Red Tape Authority (ARTA). This shall be done by providing administrative and technical support to the CART in the discharge of its functions. It includes, but is not limited to:

- Drafting, and/or finalizing reports and other documents related to RA 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018) which may be required by the ARTA and/or the University and other agencies of national government;
- Providing technical and administrative assistance and support to the CART in implementing, monitoring and evaluating the programs of the different departments and/or campuses and assure timely accomplishment of the CART's required deliverables;
- Scheduling of committee meetings and assure completed staff work (CSW) on all matters which require the actions of the Committee;
- Together with the CART Secretariat, acting as the channel of the CART-Central to the CART of each constituent campus and other monitoring and regulatory agencies of the national government, including the ARTA;
- Gathering specific data and information from different departments/campuses with regard to all matters pertaining to the University's compliance with the provisions of RA 11032 and all rules and regulations promulgated by the ARTA;
- Assisting the Secretariat and the CART in creating infographics, brochures and other communication materials (printed or not) in relation to compliance with the provisions of RA 11032 and all rules and regulations promulgated by the ARTA;
- Ensuring proper, effective and efficient records management of all files, documents, data, and information maintained by CART;

- Performing other related duties as assigned for the purpose of ensuring efficient and effective functioning of the work unit.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, OIC Assistant Director of HRMO**, together with **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 II at CART**. Submission of application is only from **November 3, 2021 to November 12, 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.