



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. Two (2) Administrative Assistant II - SG 8

(Under Job Order Status; To be assigned at the HRMO, BatStateU - Central)

Education: Graduate of Bachelor's degree in Human Resource Management, Legal Management, Development Communication, Psychology or any related course

Experience: Preferably with one year related experience

Competencies: Knowledge in Human Resource Management and Office Management; Written, Oral, and Communication Skills; Customer Relations, Knowledge in Computer Operations and Applications

Salary Grade 8 – (124.44/hour)

Duties and Responsibilities:

- Assists in the preparation of data and documents related to PRIME HRM accreditation;
- Drafts, and/or finalizes reports, advisories, letters and other documents and ensures all information are accurate and complete;
- Gather specific data and information from different departments with regard to the implementation, monitoring and evaluation of programs as specified by the undersigned;
- Reviews and evaluates the contents of incoming communications (request letters from different departments and/or campuses) as to its completeness and compliance to applicable rules and regulations that needs to be signed by the immediate supervisor;
- Follow-up deadlines of specific/data to the designated offices/departments;
- Receives, logs, and files variety of documents and other communication letters;
- Answers the telephone, takes and relays messages and responds to phone inquiries;
- Compile and organize, update and maintain all files and records;
- Disseminate important academic and non-academic information to different colleges and offices; and
- Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning of the work unit.

Duties and Responsibilities:

- Accommodate/Receive application documents of applicants/clients and answer inquires;
- Facilitate virtual initial interview and endorse applicants to the HRM Officer;
- Schedule examination panel interview of applicants for Job Order, Casual, and Non-teaching(permanent) positions;
- Prepare documents to be used by the immediate supervisor and VP concerned for the interview of Job Order applicants;
- Prepare documents to be used by the HRMPSB during meetings and panel interview of applicants;
- Maintain and update electronic master list and systematic filing of applicants' documents;
- Endorse contractual/job order applicants to requesting supervisor/official;
- Prepare and update posts of documents for hiring;
- Prepare evaluation of Job Order/Casual/Non-teaching(permanent) applicants;
- Assist in accommodating newly hired employees;

- Facilitate interview with the immediate supervisor and VP concerned of Job Oder applicants;
- Facilitate HRMPSB panel interview of applicants;
- Facilitate and assist in the HRMPSB meeting;
- Assist in the hiring process of JO/Casual/Non-teaching positions of the constituent campuses;
- Attend and assist in the HRMPSB meetings of the constituent campuses;
- Receives, logs, and files variety of documents and other communication letters;
- Answers the telephone, takes and relays messages and responds to phone inquiries;
- Prepare minutes of meeting;
- Review documents for sign of the HRM Officer;
- Schedule meetings and interviews of the HRM Officer;
- Perform other tasks as may be assigned by the supervisor

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 HRMO**. 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.