



Republic of the Philippines

BATANGAS STATE UNIVERSITY

Batangas City

Tel. Nos. (043) 980-0385 loc. 1804

E-mail Address: recruitment.pb@g.batstate-u.edu.ph • Website Address: <http://www.batstate-u.edu.ph>

HUMAN RESOURCE MANAGEMENT OFFICE

Pablo Borbon

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-SG6

(Under Job Order Status; to be assigned at the Records Management Office, BatStateU – Pablo Borbon)

Education: Degree on any bachelor's degree related course.

Experience: At least one year experience in records keeping and clerical works.

Expertise: Records and Database Management; Clerical Skills; Technical Writing Skills

Eligibility: None required

Salary Grade 6 – 110.45 / hour

Duties and Responsibilities:

- Perform records management, preservation and disposition in compliance with existing laws and regulations.
- Receiving and releasing of documents/ communications.
- Assist in request for documents and authentication of official records.
- Answer phone calls and respond to emails received.
- Process FOI/ eFOI request and monitor FOI Portal.
- Prepare/draft accomplishment reports, performance monitoring reports and other documents needed in the office.
- Prepare budget estimates and determine the supply and equipment needs of the unit/ section.
- Coordinate with National Archives of the Philippines (NAP) regarding records management related policies.
- Coordinate with the offices regarding memoranda and other issuances and documents received by the office.
- Performed other tasks assigned by the immediate supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Roldan Ragot, Head of HRMO**, together with your updated resume, transcript of records and other credentials (i.e., Certificate/s of Employment and Certificate/s of Seminars and Trainings) at recruitment.pb@g.batstate-u.edu.ph with the subject **ATTN: Administrative Aide VI-SG6**.

Submission of application is only from **November 8, 2021- November 17, 2021**.

1. Fully accomplished Personal Data Sheet (with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Scanned copy of certificate of eligibility/rating/license;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials.
 - Certificate of Seminar/Trainings attended; and
 - Certificate of Employment (if previously employed).

The above position is for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.