



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 Resource Generation Office, BatStateU – Pablo Borbon)

Education: Degree in Accounting.

Experience: At least one year work experience.

Expertise: Computer Skills, Inventory Management, Office management and written and verbal communication.

Eligibility: None required

Salary Grade 6 – 110.45 / hour

Duties and Responsibilities:

- Receives and inspects all incoming deliveries and reconciles with purchase orders; documents and tracks damages and discrepancies on orders received.
- Ensure safe keeping both as to quality and quantity of inventory.
- To maintain proper records of inventory.
- To initiate purchase requisitions for the replacement of stock of all items whenever the stock level approaches the minimum limit.
- Conduct counter checking of merchandise inventory, prepare inventory report and ensure records are reconciled and discrepancies are investigated and resolved.
- Perform other duties of a similar or related level as necessary or assigned.

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 25, 2021- December 04, 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.