



Republic of the Philippines
BATANGAS STATE UNIVERSITY-LIPA

Marawoy, Lipa City

Tel. Nos.: (043) 980-0385 loc.3112

Email Address: hrmo.lipa@g.batstate-u.edu.ph • Website Address: <http://www.batstate-u.edu.ph>

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 Aide VI - SG 6

(Under Job-Order Status: To be assigned at the Office of the Deans, BatStateU-Lipa)

Education: Graduate of any 4 year course

Experience: With 1 year administrative experience

Expertise: With knowledge/skill in Microsoft Office and effective in written communication.

Salary Grade: SG 6 (110.45/hr)

Duties and Responsibilities:

- Provides assistance to the Dean of College of Accountancy, Business and Economics
- Advises the faculty members about memos and other concerns
- Encodes, prints and photocopies of letters and memoranda
- Sorts, files, and ring bind files/documents needed by the office
- Takes minutes of the meeting;
- Prepares, encodes and prints minutes of the meeting;
- Receives and checks the documents of faculty members for signature of immediate supervisors and their requirements that they need to accomplish before the end of the semester;
- Assists the faculty members with regard to their schedule;
- Sorts and files copies of Action Plan, OBE Syllabi, Grades and Examinations with Table of Specifications and other documents/requirements every semester;
- Contacts and interacts with other offices to obtain and provide basic information;
- Answers phone calls/queries;
- Keeps important documents and files for record-keeping;
- Encodes and updates the schedule of classes in the system per semester;
- Prepares, encodes, edits, prints, and files faculty member/class/room schedule per semester;
- Assists the parents/students and visitors with concerns to the Dean's Office;
- Receives, photocopies, and logs the documents for signature/record-keeping; and
- Performs other functions and duties as may be assigned by the higher authorities.

Qualified applicants may send the following documents at recruitment.lipa@g.batstate-u.edu.ph with the subject **RE: Application for Administrative Aide VI– Office of the Dean, CABA (Lipa Campus)**. Submission of application is from **December 29, 2021 to January 8, 2022** with the following documents:

1. Application Letter addressed to:

Atty. ALVIN R. DE SILVA
Chancellor, BatStateU-Lipa

Thru: **Ms. ESTER M. IGLOPAS**
Head, HRMO - Lipa



Republic of the Philippines
BATANGAS STATE UNIVERSITY-LIPA

Marawoy, Lipa City
Tel. Nos.: (043) 980-0385 loc.3112

Email Address: hrmo.lipa@g.batstate-u.edu.ph • Website Address: <http://www.batstate-u.edu.ph>

HUMAN RESOURCE MANAGEMENT OFFICE

2. Updated resume and/or fully accomplished Personal Data Sheet (with recent passport-sized picture, CS. Form 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Scanned copy of Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of Eligibility/License/Ratings (if any); and
7. Scanned copy of other credentials:
 - *Certificate of Employment if previously employed; and*
 - *Relevant certificate of Trainings/Seminars attended (for webinars, kindly submit proof of registration or attendance aside from the certificate, for verification.)*

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call (043) 980-0385 local 3112.

Note:

1. *Kindly combined all the application documents into **one (1) PDF file only**. Only with completed documents will be processed.*
2. *The HRMO is strictly taking precautionary measures and will be doing the hiring process online.*