



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY-LIPA**

Marawoy, Lipa City  
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## 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 External Affairs Office, BatStateU-Lipa)

- Education:** Graduate of BA Communication, BS Development Communication, or BS Ed major in English
- Experience:** Preferably with at least one year experience in public relations or at least has a background in campus journalism
- Competencies:** Has extensive background in creative and/or technical writing and fundamentals on basic layout and page design
- Salary Grade:** SG 6 (110.45/hr)

#### Duties and Responsibilities:

- Assist the EAO Head in planning and supervising daily operations of the office
- Monitors the status or progress of office objectives and targets
- Prepares all documentary requirements for the enrollment of foreign students
- Accommodates inquiries of students (foreign), alumni, visitors, faculty, clientele
- Prepares all necessary documents in forging collaborations with international, national and local partners such as Memorandum of Understanding and/or Agreement, Collaboration Agreement, and Letter of Intent
- Creates information and communication materials such as online articles and video clips
- Prepares and manages periodic reports and necessary data requested by other offices
- Receives notices, letters, memoranda, and other documents from other offices
- Organizes and coordinates all meetings, appointments, seminars, trainings, and travels of the immediate supervisor
- Prepares the data needed for Strategic, Operational Plan and ISO-related work of the office
- Performs other duties that may be assigned by the immediate supervisor

Qualified applicants may send their application at [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **RE: Application for Administrative Aide VI - External Affairs Office (Lipa Campus)**. Submission of application is from **December 23, 2021 to January 02, 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

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](http://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](http://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.*