



Republic of the Philippines
BATANGAS STATE UNIVERSITY-LIPA

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

Email Address: recruitment.lipa@g.batstate-u.edu.ph • Website Address: <https://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 Registrar's Office, BatStateU-Lipa)

Education: Bachelor's degree relevant to the job.
Experience: At least five (5) months experience in data/records and files management.
Expertise: Data and Records Management, Data Analysis, and Public Relations
Salary Grade: SG 6 (110.45/hr)

Duties and Responsibilities:

- Provides the different Colleges with needed reports for the accreditation.
- Provides data and information for the researches of undergraduate students.
- Prepares reports of enrollment and graduates of different colleges.
- Disseminates information to the department regarding the schedule of evaluation of graduating students and schedule of enrolment and other important matters.
- Prepares and submits monthly and quarterly accomplishment and other reports.
- Maintains and monitors the social media account of the office.
- Prepares material for announcements in the social media and bulletin board.
- Scans, stores and files digital copy of students records.
- Prepares reports needed by the Budget Office, Scholarship Office, CHED, PRC, CSC and other agencies.
- Prepares reports and other documents required by the OC, OVCAA, Planning, QAM, and other offices.
- Assists in filing, updating and organizing the students' records.

Qualified applicants may send their application at recruitment.lipa@g.batstate-u.edu.ph with the subject **RE: Application for Administrative Aide VI - Registrar's Office (Lipa Campus)**. Submission of application is from **December 17, 2021 to December 27, 2021** 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;
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 complete documents will be processed.*
- 2. The HRMO is strictly taking precautionary measures and will be doing the hiring process online.*