



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

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 HRMO, BatStateU –Central)

Education: Graduate of Bachelor's degree in Human Resource Management, Legal Management, Development Communication, Psychology or any related course

Experience: At least 6 months related experience

Competencies: Knowledge in Human Resource Management and Office Management; Written, Oral, and Communication Skills; Customer Relations, Knowledge in Computer Operations and Applications

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Accommodate clients with scholarship concern;
- Issue scholarship application form and requirements;
- Prepare scholarship contract of the newly approved scholars;
- Maintain systematic filing of scholarship documents;
- Create and update database of faculty and employee scholars;
- Coordinate with the members of the Personnel Training and Development Committee;
- Prepare presentation and documents needed for PTDC meeting;
- Prepare minutes and resolution/referendum of the PTDC;
- Process request of personnel to engage in a Limited Practice of Profession and/or Pursue Private Business;
- Process application for CNA scholarship;
- Assist in the preparation and implementation of training and seminars;
- Perform other tasks as may be assigned by the immediate supervisor

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, Assistant Director of HRMO**, together with **updated resume, transcript of records, certificates of employment and trainings attended and other credentials** at **recruitment.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Admin Aide VI at HRMO**. Submission of application is only from **December 10, 2021 to December 19, 2021**.

NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY. FOR STRICT COMPLIANCE.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.