



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 (RELIEVER)

(Under Job Order Status; To be assigned at the Scholarship and Financial Assistance Office, BatStateU -Central)

Education: Bachelor's degree

Experience: At least six months experience related to student services

Competencies: With excellent customer service skills; Good communication skills; Computer literate

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Evaluate eligibility of CHED Tulong-Dunong under Congressional District 1 and Partylist groups.
- Prepare, consolidate and maintain the master list and database of TDP grantees.
- Evaluate the grades and documentary requirements submitted by the grantees every semester.
- Prepare and consolidate supporting documents which include but not limited to student registration forms, reports of ratings, photocopies of student ID cards for submission to external partners every semester.
- Evaluate and validate the authenticity and completeness of the needed/supporting documents before submission to external partners.
- Ensure submission of required documentary requirements to external partners before the submission date required by the external partners.
- Prepare payrolls and schedule of distribution of the stipend of the students
- Prepare liquidation reports and supporting documents for submission to CHEDRO.
- Communicate with the student-grantees and external partners on matter relative to implementation and monitoring of grants.
- Assist in the distribution of stipend to student-grantees and ensure that CHED payrolls were duly signed.
- Prepare schedule for orientation, meeting, and general assembly of scholars and grantees.
- Prepare accomplishment and other reports.
- Perform other duties as may be assigned.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Dr. Irene H. Maralit, OIC 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 Administrative Aide VI - SFAO**. Submission of application is only from **December 28, 2021 to January 06, 2022**.

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.