



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas 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 Assistant II – SG 8  
(Under Job Order Status; To be assigned at the Office of the VP for  
Administration and Finance, BatStateU – Central)**

**Education:** Bachelor of Science in Business Administration / Accounting / Finance / Economics / Information Technology / At least 2 years relevant course

**Experience:** Preferably with 1 year work experience as executive assistant to a senior official, exposure to accounting /financial reporting; document analyst; reviewer

**Competencies:** Communication skills, file management, interpersonal skills, decision-making skills, clerical skills, data gathering skills.

**Salary Grade 8 – (124.44/hour)**

**Duties and Responsibilities:**

- Receiving and logging of documents
- Check, review and verify documents for approval of the VPAF for accuracy completeness, and conformance to applicable rules, regulations, policies and procedures
- Coordinating concerned offices with regards to clarifications, queries and corrections on the different official documents processed by the Office
- Maintaining the database of documents in the Office
- Filing, encoding and photocopying of documents needed in the Office
- Follow-up deadlines of specific/ data to be designated offices/ departments
- Perform a variety of clerical duties and responsibilities involved in financial record keeping and reporting
- Perform related duties as may be required by the VPAF

**NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY.**

**FOR STRICT COMPLIANCE.**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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 your **updated resume, transcript of records, certificates of employment and trainings attended and other credentials** at [recruitment.central@g.batstate-u.edu.ph](mailto:recruitment.central@g.batstate-u.edu.ph) with the Subject - **ATTN: Application as ADASII - VPAF**. Submission of application is only from **December 6, 2021 - December 15, 2021**.

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.