



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 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

Experience: Works 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, technology (computer) skills; report preparation and presentation 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 Asistant 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 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.