



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas

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 position:

1. One (1) Administrative Aide VI – SG 6

(Under Job Order Status; To be assigned at the Registration Office, BatStateU JPLPC – Malvar

Education: Any four (4) year Bachelor's Degree

Experience: Work experience related to computer / technology is an advantage

Expertise: Highly knowledgeable in computer; with good communication skills and client-oriented

Salary Grade 6 (110.45 per hour)

Duties and responsibilities:

- Prepares and issues Transfer Credentials, Certifications, Form 137, Authentication and CAV for CABEIHM Department;
- Prepares and releases Official Transcript of Records (Form 137);
- Evaluates transferees and shifters;
- Prepares and accomplishes Enrolment List, CSC List of Honor Graduates, Graduation List, CHED Graduates List Form, Accomplishment Report and other necessary reports as requested for CABEIHM Department;
- Evaluates and updates Students' Academic Records for CABEIHM Department;
- Files Students' Academic Records for CABEIHM Department;
- Checks and verifies List of Candidates for graduation, Program, Diploma and Certificate for CABEIHM Department;
- Takes actions to the academic verification and request for Graduation Lists of various company/institution;
- In-charge of all records;
- Performs frontline assignment;
- Performs other related tasks as may be assigned.

Qualified applicants may send the following documents with the email subject **ATTN: Application for Administrative Aide VI – Registration Office** at recruitment.malvar@g.batstate-u.edu.ph;

1. Application letter with applicant's signature addressed to:

Dr. PHILIP Y. DEL ROSARIO

Chancellor

Batangas State University JPLPC – Malvar

Thru: **FLORINA P. SANTIAGO, MSc, RPm**

Head, HRMO

Batangas State University JPLPC - Malvar

2. Updated resume/ curriculum vitae with applicant's signature;
3. Diploma and Transcript of Records;
4. Other pertinent documents such as Trainings & Seminars, Certificate of Employment, PRC Rating, License etc. *(if applicable)*

Note: Kindly combine all the application documents into one PDF file only. Submission of application is from **January 14, 2022 – January 23, 2022**.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may reach us at recruitment.malvar@g.batstate-u.edu.ph.

Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.