



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Alangilan, 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 III (Driver I)**
(Under Casual Status; To be assigned at General Services Office BatStateU Alangilan)
Education: Elementary School Graduate
Training: None Required
Experience: None Required
Eligibility: Professional Driver's License (CSC MC No. 11, s. 1996 – Cat. IV)
Competency: Driving Skills; Problem Solving and Decision Making; Interpersonal Skills; Communication Skills; Professional Integrity
Salary Grade 3 – (13,572.00/month) plus PERA (2,000)

Duties and Responsibilities:

- Bring to and from the passenger/s to the schedule destination
- Provide safe travel to all passenger/s
- Perform vehicle inspection before any travel to ensure safety
- Provide assistance to the passenger/s
- Submit required report and documents in line with their function
- Perform other duties that may be assigned by the higher authorities

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than, January 10, 2022.**

1. Application Letter
2. Updated Resume
3. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
4. Scanned copy of Diploma;
5. Scanned copy of Eligibility/License/Ratings (if any); and
6. Scanned copy of other credentials:
 - Certificate of Employment (if previously employed)
 - Relevant certificate of Training/Seminars attended within the last five (5) years if any.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO**, together with your updated resume, and other credentials at recruitmentandhiring.alangilan@g.batstate-u.edu.ph with the Subject - **ATTN: Application as Administrative Aide III (Driver I).** **Submission of application is only from January 10, 2022 to January 20, 2022.**

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 2105.