



Republic of the Philippines
BATANGAS STATE UNIVERSITY-LIPA

Marawoy, Lipa City
Tel. Nos.: (043) 980-0385 loc.3112

Email Address: recruitment.lipa@g.batstate-u.edu.ph • Website Address: <https://www.batstate-u.edu.ph>

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

(Under Job-Order Status: To be assigned at the Office of the Vice Chancellor for Administration and Finance, BatStateU-Lipa)

Education: Graduate of any 4-year course.
Experience: At least 1 year of experience in administrative and office operations.
Expertise: Microsoft Office and other computer software, and records management.
Salary Grade: SG 6 (110.45/hr)

Duties and Responsibilities:

- Assists superior concerning administrative and Finance Office's projects/programs/activities;
- Attends to the needs of faculty, students and clients of the University on matters regarding administration and finance;
- Performs clerical duties such as photocopying, scanning, document tracking, and other clerical jobs that may be assigned by the immediate supervisor;
- Monitors electronics mails and forward necessary information to due offices;
- Answers and forwards telephone calls, as well as other forms of correspondence;
- Forwards incoming and outgoing documents like Disbursement Vouchers, Purchase Request and other letters or documents to the concerned offices;
- Coordinates with general services on the request for the use of Campus' facilities;
- Communicates efficiently to other offices who have immediate administrative concerns;
- Safe-keeps and maintains pertinent records;
- Provide assistance in the preparation of office reports and other correspondence;
- Employs research and analytical, and decision-making skills in the performance of duties;
- Performs other tasks as may be assigned by the immediate supervisor.

Qualified applicants may send their application at recruitment.lipa@g.batstate-u.edu.ph with the subject **RE: Application for Administrative Aide VI - OVCAF (Lipa Campus)**. Submission of application is from **January 19, 2022 to January 28, 2022** with the following documents:

1. Application Letter addressed to:

Atty. ALVIN R. DE SILVA
Chancellor, BatStateU-Lipa

Thru:

Ms. ESTER M. IGLOPAS
Head, HRMO - Lipa

2. Updated resume and/or fully accomplished Personal Data Sheet (with recent passport-sized picture, CS. Form 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Scanned copy of Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of Eligibility/License/Ratings (if any); and
7. Scanned copy of other credentials:
 - *Certificate of Employment (if previously employed); and*
 - *Relevant certificate of Training/Seminars attended (for webinars, kindly submit proof of registration or attendance aside from the certificate, for verification.)*

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call (043) 980-0385 local 3112.

Note:

1. *Kindly combine all the application documents into **one (1) PDF file** only. Only with complete documents will be processed.*
2. *The HRMO is strictly taking precautionary measures and will be doing the hiring process online.*