



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 Bids and Awards Committee, BatStateU-Lipa)

Education: At least Communication/Legal Management graduate
Experience: At least 1 year relevant experience.
Expertise: Knowledgeable in basic and advanced computer operations; Good in writing reports and resolutions; and Knowledge in records and quality management systems.
Salary Grade: SG 6 (110.45/hr)

Duties and Responsibilities:

- Preparation of ISO requirement (Quality Objectives, Risk Assessment Reports, Input-Process-Output Matrix, ISO Monitoring, and other as needed);
- Preparation of Accomplishment Reports, Performance Monitoring tool and other reports as needed;
- Consolidation of Project Procurement Management Plan (PPMP) of the University under the MDS, STF and Fiduciary Funds;
- Preparation of the Annual Procurement Plan of the Procurement Office;
- Preparation of Bidding Documents, Notices, Resolutions, and other BAC documents;
- Coordination of the BAC schedules to the BAC members, TWG, End-user and observers;
- Assists in the BAC meeting and preparation Minutes of the Meeting;
- Logs and secures the Recommendation and approval of the Abstract of Canvass by the BAC Members and Chancellor, respectively;
- Checks the correctness and completeness of the incoming and out-going documents of the office;
- Evaluation, monitoring and consolidation of external providers' performance;
- Performs other duties that may be assigned from time to time;
- Attends to the queries of the external providers, end-users and other stakeholder of the University; and
- Reproduction and documentation of procurement transactions.

Qualified applicants may send their application at recruitment.lipa@g.batstate-u.edu.ph with the subject **RE: Application for Administrative Aide VI - BAC (Lipa Campus)**. Submission of application is from **January 25, 2022 to February 04, 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.