



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 Sports and Cultural Office, BatStateU-Lipa)

Education: Bachelor's degree in any field.
Experience: 1 year experience on related field.
Expertise: Basic computer literacy skills; Strategic planning and scheduling skills; ISO and QA documentation; Photo and Video Editing Skills.
Salary Grade: SG 6 (110.45/hr)

Duties and Responsibilities:

- Prints/sorts/files documents needed by the office (such as: letter of request, excuse, budget for cultural and activities, reimbursement and liquidation);
- Carries, gets and follows-up important letters (request, excuse and reimbursement, notice of meeting and etc.) that needs to be signed by the concerned officials;
- Coordinates to the OVCAA and Sports and Cultural Central Office regarding the planning and implementation of projects and activities;
- Answers and entertains telephone calls, and follow-up communication letters for approval;
- Prepares/encodes correspondence, and assists in processing the reimbursements/liquidations, and preparation of budget, OPCR, and QMS documents;
- Helps in the preparation of pertinent documents for program accreditation and other quality assurance activities;
- Communicates/coordinates with trainers, coaches, choreographer and other faculty thru different available platforms;
- Coordinates with NCAA and SWK and other external partners regarding the implementation of culture and arts and programs;
- Assists the Office Head in bench marking on policy related to culture and arts; and
- Performs other duties of a similar or related level as necessary or assigned.

Qualified applicants may send their application at recruitment.lipa@g.batstate-u.edu.ph with the subject **RE: Application for Administrative Aide VI - Sports and Cultural Office (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.*