



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY ALANGILAN**  
Alangilan, Batangas City

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**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 I**

**(Under Job Order Status; To be assigned at the Resource Generation Office, BatStateU Alangilan)**

**Education:** High School Graduate

**Experience:** At least 1 year experience

**Competencies:** Recycling and Inventory Skills, Solid Waste Management Skills, Communication Skills, Professional Integrity

**Salary Grade 1 – (82.05/hour)**

**Duties and Responsibilities:**

- Cleaning meticulously the assigned area by sweeping, mopping, scrubbing, polishing and dusting;
- Gathering trash and emptying trash cans;
- Responsible in the cleanliness and orderliness of the assigned area (Office, canteen, dormitory, and water refilling station);
- Assist in the catering services of the office;
- Deliver RGO products;
- Responsible in the RGO Business center and selling area for uniforms.

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 13, 2022.**

1. Application Letter
2. Updated resume
3. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
4. Scanned copy of Diploma
5. Scanned copy of Certificate of Employment (if applicable)

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](mailto:recruitmentandhiring.alangilan@g.batstate-u.edu.ph) with the Subject - **ATTN: Application as Admin Aide I – BatStateU Alangilan.**** **Submission of application is only from January 4, 2022 to January 13, 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.