



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

Tel Nos.: 980-0385 local 2105; E-mail Address: hrmo.alangilan@g.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 III**
(Under Job Order Status; To be assigned at Procurement Office BatStateU Alangilan)
Education: High School Graduate
Experience: Has a relevant experience
Expertise: Computer Literate; and Good Communication Skills.
Eligibility: None required
Salary Grade 3 – (92.54/hour)

Duties and Responsibilities:

- Documents Management:
 - Receive incoming documents;
 - Recording of incoming and outgoing documents in logbook;
 - Updating of documents status in logbook;
 - Scanning and duplication of documents;
 - Filing of documents.
- Documents handled:
 - Purchase Request;
 - Canvass papers;
 - Abstract of Canvass;
 - Purchase Orders;
 - Notice of Awards;
 - Other Attachments.
- Forwarding of documents to different offices:
 - Purchase Request to Vice Chancellor for Administration and Finance;
 - Abstract of canvass to end-users, Bids and Awards Committee;
 - Purchase Order to Budget;
 - Completed documents to Property and Supply Office;
 - Copy of completed documents to Commission of Audit.
- Receive incoming calls and queries from external providers, end-users and other stakeholders of the University and redirect to concerned personnel; and
- Performs other duties that may be assigned by immediate superior.

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, February 5, 2022.**

1. Updated resume
2. 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;
3. Performance rating in the last rating period (if applicable);
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials:

- Certificate of Seminars/Training attended; and
- Certificate of Employment (if previously employed)

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 **recruitmentand hiring.alangilan@g.batstate-u.edu.ph with the Subject - ATTN: Application as Admin Aide III - Procurement. Submission of application is only from January 27, 2022 to February 5, 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.