



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

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
(Under Job Order Status; To be assigned at the Extension Services Office
(BatStateU Alangilan)

Education: Graduate of any 4-year Program

Experience: Has a relevant experience

Expertise: Records and Data Management; Communication Skills;
Clerical Skills; and Technology Skills

Eligibility: None required

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Assist in the planning, implementation, and evaluation of extension PPAs;
- File proposals and consolidated reports on extension services;
- Act as liaison between the College/ Department and the community, including external agencies on matters regarding community and extension services;
- Maintain calendar of activities and plan meetings;
- Attend meetings and prepare minutes or summaries of the meeting outcomes; maintain database and filing systems both electronic and paper;
- Provide assistance in the completion of office documents;
- Ensure proper documentation of all the Extension Services activities/ keeps maintain office;
- Disseminate information to faculty, staff and students regarding the extension activities of the campus;
- Take clients' messages to be relayed to concerned personnel;
- Assist the Extension Head, Extension Services coordinator, faculty-extensionists, partner agency representatives, visitors and clients;
- Photocopies and disseminates documents, memorandum, and announcements related to Extension Services;
- Answer inquiries, phone calls and handle emails;
- Manage and maintain the Facebook page of the Extension Services of the Campus;
- Update incoming/ outgoing documents;
- Perform other functions pertinent to extension services and/or tasks which may be assigned by the immediate supervisor.

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 29, 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 recruitmentandhiring.alangilan@g.batstate-u.edu.ph with the Subject - **ATTN: Application as Admin Aide VI – Extension Services Office.** **Submission of application is only from January 20, 2022 to January 29, 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.