



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 – SG 6

(Under Job Order Status; To be assigned at the Property and Supply Office – BatStateU Alangilan)

Education: Graduate of BS Business Administration

Experience: At least 1-year relevant experience

Competencies: Records Management; Communication Skills; Technology Skills and Clerical Skills

Eligibility: None required

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

1. Receive, assess, and monitor surrendered unserviceable properties of the different offices and department;
2. Tracking the records of returned, condemned and transferred equipment of every employee and faculty member based on the property sticker and the record of PAR;
3. Assist the Waste Disposal Committee-Alangilan in the disposal of unserviceable properties and waste material (scrap materials);
4. Prepare and submit the Waste Material Report (WMR) and the Inventory and Inspection Report of Unserviceable Property (IIRUP) to the COA's office;
5. Update all the records of the physical property, plant and equipment, and unserviceable properties in the Report on the Physical Count of Property, Plant and Equipment (RPCPPE);
6. Tag and check physical property, plant and equipment (PPE) of the University including the extension campuses (Balayan, Mabini and Lobo Campuses);
7. Monitor Property Acknowledgement Report (PAR) and Inventory Custodian Slip (ICS) of every employee and faculty member;
8. Checking of PAR of every employee and faculty member for clearance purposes;
9. Prepare the documents of the University buildings and other structures requiring insurance and renewal of insurance within the prescribed period;
10. Prepare registration of University's vehicles to be renewed and insured;
11. Liaison staff- routing of documents, locating documents;

12. Responsible in the releasing and delivery of requested supplies and purchase orders of the extension campuses (Balayan, Mabini and Lobo Campuses);
13. Facilitates and coordinates internal and external concerns on the delivered products to the different offices from various external providers to ensure that the right product specification is received;
14. Other duties and responsibilities that may be assigned by 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, January 14, 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. Scanned copy of Transcript of Records;
4. Scanned copy of Diploma;
5. 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, transcript of records and other credentials at **recruitmentandhiring.alangilan@g.batstate-u.edu.ph with the Subject - **ATTN: Application as Admin Aide VI-Property and Supply Office. Submission of application is only from January 5, 2022 to January 14, 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.