



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

Tel Nos.: 980-0385 local 2105E-mail Address: [hrmo.alangilan@g.batstate-u.edu.ph](mailto:hrmo.alangilan@g.batstate-u.edu.ph)

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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. Three (3) ADMINISTRATIVE ASSISTANT II**

**(Under Job Order Status; To be assigned at Quality Assurance Management BatStateU Alangilan)**

**Education:** Graduate of any 4years degree, BS Information Technology, BS Management or allied program

**Experience:** At least 1-year experience in administrative support to quality assurance and accreditations

**Expertise:** Proficient in Microsoft Office, Technical skills related to quality assurance and accreditation, Verbal and written communication, Records and Data Management and Problem-solving Skills

**Eligibility:** None required

**Salary Grade 8– (124.44/hour)**

#### **Duties and Responsibilities:**

- Assists the faculty with special administrative function assigned in accreditation centers for general administrative tasks related to quality assurance;
- Handles quality assurance document and materials by performing tasks such as gathering, organizing, encoding, reproducing, etc.;
- Communicate with different colleges, offices, departments, programs and/or faculty regarding the needed, quality assurance documents;
- Carries out computer/online related tasks such as preparing different kind of letters, reports, matrices, presentations, and etc.;
- Prepares layouts/designs of event invitations, backdrop, certificates, and any other accreditations related materials;
- Manage softcopies of quality assurance documents in online and physical storage facilities;
- Consolidate accreditor's/ evaluator's profile/information's;
- Facilitates/support as a technical staff during quality assurance evaluations/accreditation events/activities either online, face to face or blended delivery methods;
- Write drafts of narrative reports/self-survey reports as may be assigned;
- Attends meetings and workshops related to accreditation and quality assurance activities;
- Ensures that all reports and evidences related to accreditation and other quality assurance are in the proper format, organization and presentation;

- Reports to QAM head for progress of accreditation/quality assurance preparations; and
- Performs other relevant tasks that may be assigned by higher authorities.

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 19, 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](http://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](mailto:recruitmentand hiring.alangilan@g.batstate-u.edu.ph) with the Subject - **ATTN: Application as Admin Assistant II - OAM. Submission of application is only from January 10, 2022 to January 19, 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.