



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 Records Management Office BatStateU Alangilan)
Education: Graduate of least 4-years Bachelor's degree
Experience: At least 1-year experience
Expertise: Computer and technical skills, Verbal and written communication, Clerical skills
Eligibility: None required
Salary Grade 6– (110.45/hour)

Duties and Responsibilities:

- Classify and maintain records;
- Facilitate the identification of records for disposal;
- Receive and log incoming/outgoing letters and other communications;
- Receive, log, dispatch and distribute mails delivered by the Philippine Postal Service to respective offices/departments, faculty members and employees of the university;
- Assist in request for documents and authentication of official records;
- Monitor office email and FOI Portal;
- Coordinate to respective offices the assigned eFOI request; and
- Performs others tasks assigned and given 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 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;
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 VI - Records. 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.