



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

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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. One (1) ADMINISTRATIVE AIDE VI**  
**(Under Job Order Status; To be assigned at the Research 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 research-related activities;
- File proposals, progress and monitoring reports of research projects;
- Act as liaison between the College/ Department and the community, including external agencies on matters regarding research activities;
- 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 research activities/ keeps maintain office;
- Disseminate information to faculty, staff and students regarding research activities of the campus;
- Take clients' messages to be relayed to concerned personnel;
- Assist the Research Head, Research coordinators, faculty and students' researchers, partner agency representatives, visitors and clients;
- Photocopies and disseminates documents, memorandum, and announcements related to research;
- Answer inquiries, phone calls and handle emails;
- Manage and maintain the Facebook page of the Research Office of the Campus;
- Update incoming/ outgoing documents;
- Perform other functions pertinent to research 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](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 [recruitmentandhiring.alangilan@g.batstate-u.edu.ph](mailto:recruitmentandhiring.alangilan@g.batstate-u.edu.ph) **with the Subject - ATTN: Application as Admin Aide VI – Research 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.