



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) ADMINISTARTIVE AIDE VI**
**(Under Job Order Status; To be assigned at the Culture & Arts Office/
Sports Development Program (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:

- Print/ sort/ file documents needed by the office (such as: letter of request, excuse, budget for cultural and activities, reimbursement and liquidation);
- Carries, gets and follow-up important letter (request, excuse and reimbursement, notice of meeting & etc.) that need to be signed by the concerned officials;
- Contact the extension campuses and Colleges regarding to the implementation of projects and activities;
- Answer and entertain telephone calls and follow-up communication letters for approval;
- Demonstrate proficiency in relevant computer software (e.g., MS Office and Photoshop);
- Prepare / encode communications of the office, letter of request, letter of excuse, letter of reimbursement/ liquidations, budget, OPCR, Work Instruction, ISO documents etc.;
- Helps in the preparation of needed document in different accreditation and request in the university;
- Assist the needs and concerns of the immediate supervisor;
- Calls different departments/ offices as per requested by the superior and communicate trainers, coaches, choreographer, and P.E. faculty thru chat and text message;
- Coordinate with NCCA and SWK and other external partners regarding the implementation of culture and arts programs;
- Coordinate with P.E. Instructor and OSDP Central and other external partners regarding the implementation of sports programs;
- Assist the head of culture and arts and Sports Development Program in benchmarking on policy related to culture and arts and sports activities and programs; and
- Perform other duties of a similar or related level as necessary or assigned.

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 – Culture and Arts/Sports Development. 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.