



Republic of the Philippines
BATANGAS STATE UNIVERSITY
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 Extension Services Office BatStateU – Central)

Education: Communication or other related course graduate

Experience: Has at least one year of experience in office works and related works

Competencies: Can prepare communication correspondence; knowledgeable in documentation of activities; knowledgeable in taking meeting notes; can write articles, layouts and design for ESO Bulletin and IEC material

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Write Articles, Layouts and publish ESO Bulletin Monthly Issue.
- Layout various IEC materials, webinar materials and online posters.
- Perform other tasks as may be advised of the immediate supervisor.
- Prepare documents needed and process requisitions required by the office.
- Facilitate and assist in activities and meetings using Online platform such as Zoom, Google Meet, etc. sponsored by the office and prepare minutes thereafter.
- Perform other office related task that may arise.

NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY. FOR STRICT COMPLIANCE.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, Assistant Director of HRMO**, together with your **updated resume, transcript of records, certificates of employment and trainings attended, and other credentials** at **recruitment.central@g.batstate-u.edu.ph with the Subject - ATTN: Application as Administrative Aide VI (ESO). Submission of application is only from January 28, 2022 – February 06, 2022.**

The above positions are for immediate hiring. Terms and conditions of employment will be discussed during the interview. For additional information you may also call 980-0385 local 1104.