



**HUMAN RESOURCE MANAGEMENT OFFICE**  
Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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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 Records & Management Office  
BatStateU – Central)**

**Education:** Any bachelor's degree computer related course

**Experience:** At least one year experience in record keeping and clerical works

**Competencies:** Records and Data Management; Clerical Skills; Technical Skills.

**Salary Grade 6 – (110.45/hour)**

**Duties and Responsibilities:**

- Assist in formulating and implementing policies related to records management process.
- Prepare notice and minutes of meeting and other logistics necessary for the deliberation of the Records Management Improvement Committee (RMIC).
- Receive, release and log incoming and outgoing communications, documents, and mails delivered by courier services.
- Perform function related to records management which includes the following:
  - a. Classify records;
  - b. Maintain active records;
  - c. Transfer inactive records;
  - d. Maintain inactive records; and
  - e. Facilitate the identification of records for disposal.
- Assist in request for documents and authentication of official records.
- Answer phones, direct calls, take and deliver messages as needed
- Coordinate with offices regarding memoranda and other issuances received by the office.
- Process FOI/eFOI requests.
- Monitor office email and FOI Portal.
- Prepare reports such as accomplishment reports, performance monitoring reports, annual report and other documentation needed by the office.
- Other duties and responsibilities that may be assigned and given by the immediate supervisor.

**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](mailto:recruitment.central@g.batstate-u.edu.ph) with the Subject - ATTN: Application as Administrative Aide VI (Records). Submission of application is only from January 25, 2022 – February 03, 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.