



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY JPLPC-Malvar**  
Malvar, Batangas

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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 position:

**1. One (1) Administrative Aide VI – SG 6**

**(Under Job Order Status; To be assigned at the General Services Office, BatStateU JPLPC – Malvar**

**Education:** Any four (4) year Bachelor's Degree

**Experience:** At least one (1) year clerical and administrative work experience

**Expertise:** With good verbal and written communication skills; excellent management skills and advance computer skills

**Salary Grade 6** (110.45 per hour)

**Duties and responsibilities:**

- Prepares trip ticket and request for use of vehicle and authority to travel;
- Prepares both Individual and Office Performance Commitment and Review (IPCR & OPCR);
- Prepares and submits Monthly Monitoring Report of the General and Security Services;
- Compiles records/documents of the office;
- Prepares and submits daily time record of utility personnel;
- Submits and organize documents needed for the ISO;
- Prepares letter of request including petty cash and purchase request;
- Monitors and prepares inventory of tools and equipment;
- Prepares request for renewal/extension of contract, letter of intent for work, work description/work load assessment of job order employees
- Assists co-workers in their job or work assignment if needed to meet the target.

Qualified applicants may send the following documents with the email subject **ATTN: Application for Administrative Aide VI - GSO** at [recruitment.malvar@g.batstate-u.edu.ph](mailto:recruitment.malvar@g.batstate-u.edu.ph);

1. Application letter with applicant's signature addressed to:

**Dr. PHILIP Y. DEL ROSARIO**

Chancellor

Batangas State University JPLPC – Malvar

Thru: **FLORINA P. SANTIAGO, MSc, RPm**

Head, HRMO

Batangas State University JPLPC - Malvar

2. Updated resume/ curriculum vitae with applicant's signature;

3. Diploma and Transcript of Records;

4. Other pertinent documents such as Trainings & Seminars, Certificate of Employment, PRC Rating, License etc. *(if applicable)*

Note: Kindly combine all the application documents into one PDF file only. Submission of application is from **January 11, 2022 – January 20, 2022**.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may reach us at [recruitment.malvar@g.batstate-u.edu.ph](mailto:recruitment.malvar@g.batstate-u.edu.ph).

*Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.*



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**2. Two (2) Utility/ Administrative Aide I - SG 1**  
**(Under Job Order Status; To be assigned at the General Services Office, BatStateU JPLPC – Malvar**

**Education:** Must be able to read and write

**Experience:** None

**Expertise:** Ability to multi-task (e.g., cleaning, disinfection, repair and maintenance); skilled in welding, plumbing, masonry, painting and other maintenance related work

**Salary Grade 1** (82.05 per hour)

**Duties and responsibilities:**

- Housekeeping and cleaning of buildings;
- Disinfection of University facilities;
- Cleaning of comfort rooms, offices, grounds and drainage;
- Segregation of waste;
- Performs preventive maintenance on comfort rooms;
- Prepares accomplishment reports;
- Accommodates request of office heads and staffs provided with the request for utility assistance;
- Assists maintenance personnel on plumbing, carpentry, masonry, painting and welding works if any.

Qualified applicants may send the following documents with the email subject **ATTN: Application for Administrative Aide I - GSO** at [recruitment.malvar@g.batstate-u.edu.ph](mailto:recruitment.malvar@g.batstate-u.edu.ph);

1. Application letter with applicant's signature addressed to:

**Dr. PHILIP Y. DEL ROSARIO**

Chancellor

Batangas State University JPLPC – Malvar

Thru: **FLORINA P. SANTIAGO, MSc, Rpm**

Head, HRMO

Batangas State University JPLPC - Malvar

2. Updated resume/ curriculum vitae with applicant's signature;
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