



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 Assistant II – SG 8

(Under Job Order Status; To be assigned at the Culture and Arts Office, BatStateU – Central)

Education: College Level Graduate

Experience: Experience in planning, conducting events, seminars, competition and awarding. Coordinating with other local and national offices/agencies. Research and developing of new policies for the office

Competencies: Highly organized. Able to plan and implement events, seminars, competition, awarding and evaluate the conducted activity. Attention to detail. Proficient technical skills (able to layout and edit videos as needed & host webinars, etc.) Proficient Oral and Written Skills

Salary Grade 8 – (12.44/hour)

Duties and Responsibilities:

- Planning and implementing of events, seminars, competition, awarding and evaluating the conducted activity related to the Sentro ng Wika at Kultura.
- Researching and developing of new policies for the office.
- Coordinating and building up partnerships related to the development of Sentro ng Wika at Kultura and other external partners regarding to the implementation of programs.
- Print / sort / file documents needed by the office (such as: letter of request, excuse, budget for Sentro ng Wika at Kultura, reimbursement and liquidation)
- Carries, gets and follows-up important letter (request, excuse, and reimbursement, notice of meeting, & etc.) that need to be signed by the concerned officials.
- Contact constituents and extension campus 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, Canva, etc.)

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 Assistant II (Culture&Arts). Submission of application is only from February 02, 2022 – February 11, 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.