



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
**The National Engineering University**

**Alangilan Campus**  
Golden Country Homes, Alangilan, Batangas City, Batangas,  
Philippines 4200

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E-mail Address: [recruitmentandhiring.alangilan@g.batstate-u.edu.ph](mailto:recruitmentandhiring.alangilan@g.batstate-u.edu.ph) | Website Address: <http://www.batstate-u.edu.ph>

### **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**

**(To be assigned at the Administrative Services Office, BatStateU – TNEU Mabini Campus)**

**Education:** Graduate of Information Technology or any related courses.

**Experience:** At least six (6) months relevant experience.

**Competencies:** Proficient in Microsoft Office; Computer and Technical Skills; Verbal and written Communication; and Technology Skills.

**Salary:** Php119.68/hour

### **Duties and Responsibilities:**

- Responsible for maintaining the safety, cleanliness, and proper working conditions of all laboratory apparatus, equipment, and related auxiliary devices under his/her jurisdiction.
- Work closely with, and provide support for, research groups in the college with respect to their needs for laboratory works.
- To develop good working relationships with staff in order to complete work related tasks.
- Help setup and prepare the laboratory for taught sessions;
- Be available in the laboratory to support students during scheduled sessions;
  - Ensure that equipment for experiments is present, correct and in good safe working order;
  - Calibrate equipment/devices to ensure that measurements taken are accurate;
  - Troubleshoot faulty equipment, and repair or provide replacements to allow experiments to continue.
- Inspecting, analyzing, and troubleshooting systems and equipment.
- Reading repair manuals and liaising with other professionals.
- Running tests and interpreting results to make effective recommendations.
- Writing up reports, safety regulations, and preventative maintenance plans.
- Sourcing replacement parts.
- Repairing or replacing faulty equipment.
- Fabricating any components required.
- Providing time and material cost estimates before starting a job.
- Keeping abreast of advancements in your field and attending workshops as required.
- Attend training courses on the wide-ranging health and safe regulations pertaining to the work carried out in the laboratory and to complete further training, as necessary.
- Work closely with and provide support for final year students and their supervisors on undergraduate experimental projects that utilize electrical equipment and devices.
- Responsible for the inventory of the lab facilities, supplies, logs record, and related needs of the lab.
- Perform preventive and corrective maintenance in the laboratory.
- To carry out general tasks and duties for the College as directed by the immediate supervisor

Qualified applicants should signify their interest in writing. Attach the following documents to the application letter addressed to:

**Dr. Tirso A. Ronquillo**  
University President

Thru: **Engr. Suzette M. Mercado,**  
Head of HRMO - Alangilan,

***Leading Innovations, Transforming Lives, Building the Nation***



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1. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Updated Resume;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificates of Eligibility (if applicable);
5. Photocopy of certificates of Employment & Trainings attended; and
6. Photocopy of Transcript of Records and Diploma.

**Submission of application documents may be done thru any of the following:**

- [http://project.batstate-u.edu.ph/hr/publics/job\\_view/2052](http://project.batstate-u.edu.ph/hr/publics/job_view/2052) then click the  button.
- Email: [recruitmentandhiring.alangilan@g.batstate-u.edu.ph](mailto:recruitmentandhiring.alangilan@g.batstate-u.edu.ph) with the subject:  
**Re: Application for Administrative Aide VI – Mabini.**
- **Hard copy of complete documents: HRMO Alangilan** located at 3rd floor, Student Services Center, BatStateU Alangilan Campus

Submission of application is only from **February 29, 2024 - March 9, 2024.**

**NOTE: THESE APPLICATION DOCUMENTS SHOULD SUBMITTED THRU THE BATSTATEU WEBSITE ONLY. FOR STRICT COMPLIANCE.**

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 425-0139 local 2105.