



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
**The National Engineering University**  
**ARASOF-Nasugbu Campus**

R. Martinez St., Brgy. Bucana, Nasugbu, Batangas, Philippines 4231

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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 – Salary Grade 6 (Under Job Order status; To be assigned at the Registration Services of BatStateU ARASOF - Nasugbu)**

<b>Education:</b>	Preferably College Graduate or Completion of two (2) years studies in College/High School Graduate with relevant vocational/trade course
<b>Experience:</b>	One (1) year of relevant experience
<b>Eligibility:</b>	None Required
<b>Competencies:</b>	Basic Customer Service Skills, Clerical Skills, Communication Skills, Technology Skills, and Interpersonal Skills
<b>Salary Grade:</b>	6 - (119.68/hour)

**Duties and responsibilities**

- Encode, print, sign and release requested documents like Transcript of Records;
- Validate the documents submitted by the students, requesters, or representatives;
- Encode, sign and send letter to other schools for the request of Form 137A and Transcript of Records (TOR);
- Encode the documents for Transferees, Shifters and Returnees;
- Print of Report of grades for evaluation, and other purposes;
- Encode the courses to enroll by students during enrolment period;
- Verify the adding, changing and dropping/cancellation of courses of enrolled students;
- Print Certificate of Registration (COR) of officially enrolled students;
- Sort and file student’s credentials on Student’s Personal envelope;
- File and update the Student’s Personal envelope;
- Stamp documents for authentication;
- Respond to some request through e-mails and phone calls; and
- Perform other tasks that may be assigned by the immediate head from time to time.

Qualified applicants may submit the following documents:

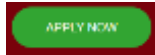
1. **Signed** Application Letter addressed to the Chancellor in the ff format (*kindly indicate the position and office you’re applying*):

**Prof. ENRICO M. DALANGIN, Ph.D.**  
Chancellor  
BatStateU ARASOF- Nasugbu

Thru: **Ms. AIMEE ROXANNE U. PERCANO, MBA**  
Head, Human Resource Management Office  
BatStateU ARASOF-Nasugbu

2. 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);
3. **Performance rating** in the last rating period (if any);
4. Original copy of Authenticated **Certificate of Eligibility/Rating/License (if any)**;
5. Original copy of Authenticated **Transcript of Records and Diploma**;
6. Photocopy of other credentials:
  - **Certificate of Employment (COE)** if previously employed; and
  - **Relevant Certificate of Trainings/Seminars Attended** within the last five (5) years.

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

1. **HRMO ARASOF-Nasugbu** – located at the back of the Joson Gymnasium, BatStateU ARASOF-Nasugbu Campus.
2. [http://project.batstate-u.edu.ph/hr/publics/job\\_post](http://project.batstate-u.edu.ph/hr/publics/job_post) then click the  button.
3. [recruitment.nasugbu@g.batstate-u.edu.ph](mailto:recruitment.nasugbu@g.batstate-u.edu.ph) with the subject: **ATTN: Application for Administrative Aide VI at Registration Services**

Submission of application documents is from **February 29, 2024 to March 10, 2024.**

**NOTE: INCOMPLETE DOCUMENTS SHALL NOT BE PROCESSED.**

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information, you may call (043) 416 0350 local 402 or (0919) 079 0673.