



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**

**The National Engineering University**

**Pablo Borbon Campus**

Rizal Avenue Ext., Batangas City, Batangas, Philippines 4200

Tel Nos.: (+63 43) 980-0385 local 1804-1805

E-mail Address: [hrmo.pb@g.batstate-u.edu.ph](mailto:hrmo.pb@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 position:

### One (1) Administrative Aide VI – SG 6

(Under Job Order Status, to be assigned under the Registrar's Office, BatStateU – Rosario Campus)

**Education:** Graduate of any (4) year program

**Experience:** With one (1) year of relevant work experience

**Competencies:** Good oral and written communications skills; Basic IT and Data Management Skills; Proficiency in MS Office

**Eligibility:** None Required

**Monthly Salary:** 119.68/hr.

### DUTIES AND RESPONSIBILITIES:

1. Reviews, checks and verifies authenticity of submitted credentials of new students.
2. Requests for Form 137A and Transcript of Records of newly admitted students.
3. Arranges and files credentials of new students.
4. Prepares Certification, Honorable Dismissal and Transcript of Records.
5. Prepares individual student's records.
6. Updates student records regularly.
7. Reconstructs lost or missing records or files.
8. Evaluates student's records.
9. Informs the students of their course / subject deficiency.
10. Makes follow-up request for records of new students in previous institutions.
11. Classifies, arranges, files and stores current records and files.
12. Manages, accounts, controls and maintains student's records.
13. Attends to prompt compliance of requested records and other information.
14. Accommodates, receives and processes requests for Transcript of Records and other certifications.
15. Prepares master list of students.
16. Keeps copies of teaching loads, grading sheets and evaluation sheets of graduation candidates on file.
17. Prepares needed papers for the presentation and confirmation of candidates for graduation.
18. Assist in graduation activities especially in preparing graduation programs and diplomas of graduates.
19. Secures integrity and confidentiality of student's records.

Interested applicants may send their application thru: [http://emc2.batstate-u.edu.ph/hr/publics/job\\_view/2273](http://emc2.batstate-u.edu.ph/hr/publics/job_view/2273) and look for **(1) Administrative Aide VI to be assigned under the Registrar's Office of BatStateU – Rosario Campus** job posting.

Submission of application is from **April 30, 2024 – May 09, 2024**

**Below are the following application requirements:**

1. Application Letter addressed to:

**Dr. EXPEDITO V. ACORDA**

**Chancellor**

**Batangas State University, Pablo Borbon Campus**

**Thru: Asst. Prof. SHIRLYNE M. GUHIT**

**Head, HRMO – Pablo Borbon**



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2. Updated resume and fully accomplished Personal Data 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. Scanned copy of work experience sheet (Attachment to CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of Eligibility/License/Ratings (if any);
7. Scanned copy of other credentials:
  - *Certificate/s of Employment (if previously employed)*
  - *Relevant certificate of Training/Seminars attended (for webinars, kindly submit proof of registration or attendance aside from the certificate, for verification).*

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) 980-0385 loc. 1804.