



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 | 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 IV / Store Keeper I – SG 4

(Under Job Order Status, to be assigned under the Resource Generation Office, BatStateU – Pablo Borbon Campus)

Education:	Graduate of Accounting Management; BSBA major in Financial Management; or any related course
Experience:	At least (1) one year of related experience relevant to the position.
Competencies:	Computer Literate (MS Excel, Word and PPT); Good in oral/written communication skills; Good in using government database and email software.
Eligibility:	None Required
Monthly Salary:	106.27/hr.

DUTIES AND RESPONSIBILITIES:

1. Perform physical and administrative tasks involved in the delivery, receiving, order fulfillment, storing and distributing of merchandise.
2. Compilation of RGO forms from various supplier.
3. Coordinate with IGP Coordinator/Storekeeper III regarding merchandise order.
4. Maintain records of merchandise received and unsatisfactory items.
5. Conduct actual inventory counting of assigned merchandise, prepare inventory report.
6. In change in inventory of RGO items displaced at the selling area.
7. Assist in the selling area.
8. Performs other duties of a similar or related level as necessary or assigned.

Interested applicants may send their application thru: http://emc2.batstate-u.edu.ph/hr/publics/job_view/2274 and look for **(1) Administrative Aide IV / Store Keeper I to be assigned under the Resource Generation Office – Pablo Borbon Campus** job posting.

Submission of application is from **April 30 – 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

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;
3. Scanned copy of work experience sheet (Attachment to CS Form No. 212) which can be downloaded at 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)*



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- *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.