



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 VI – SG 6

(Under Job Order Status, to be assigned under Extension Services Office, BatStateU – Pablo Borbon Campus)

Education: Graduate of Bachelor of Science in Development Communication or any related course

Experience: None Required

Competencies: Good Oral and Written Communication Skill both in English and Tagalog; Documents and Record Management; Training and Workshop Facilitation; Proficiency in Google Workspace and Microsoft Office.

Eligibility: None Required

Monthly Salary: 119.68/hr.

DUTIES AND RESPONSIBILITIES:

1. Perform administrative tasks such as answering phones, filing, copying, and data entry.
2. Prepare training proposal.
3. Create and disseminate infographics for events, memorandum and issuance of the office. This task includes creation and timely and proper dissemination of event posters, program, invitation, certificates and announcement poster.
4. Facilitate training initiated by the office, ensure smooth flow of the program, prepare necessary material, properly document the training, and prepare narrative and evaluation report of the training.
5. Maintain paper and electronic files and keep track of deadlines.
6. Prepare reports including quarterly ESO status reports, operational plan monitoring matrix, performance monitoring, quarterly ESO monitoring forms, etc.
7. Assist colleges in the procurement of training supplies and actual implementation of ESO activities.
8. Monitor accomplishments of quarterly ESO targets and keep track of the status of activities in the Work Plan.
9. Monitor Budget Expenditures of the office.
10. Coordinate with college ESO Coordinators.
11. Perform other tasks assigned by the Head of ESO.

Interested applicants may send their application thru: http://emc2.batstate-u.edu.ph/hr/publics/job_view/2313 and look for **(1) Administrative Aide VI to be assigned under Extension Service Office of BatStateU – Pablo Borbon Campus** job posting.

Submission of application is from **May 14 – 23, 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;
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)*
 - *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.