



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) 406-8800 / (+63 43) 779 – 8400 loc. 1804 / 1805

E-mail Address: recruitment.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 Assistant II – SG 8

(Under Job Order Status, to be assigned under Office of the Vice Chancellor for Admin and Finance, BatStateU – Pablo Borbon Campus)

**Education:** Graduate of any Bachelor's degree related to Business Management/Administration

**Experience:** With at least one (1) year relevant experience

**Competencies:** Records and Data Management; Clerical Skills; Technology of Data Access and Protection and Legislation; Internal Control; Interpersonal Skills; Communication Skills; Professional Integrity.

**Eligibility:** None Required

**Monthly Salary:** 134.62/hr.

### DUTIES AND RESPONSIBILITIES:

- Proofreads and evaluates critical and confidential documents received by the office in conformance to the applicable rules, regulations, policies and procedures;
- Receives and reviews the following documents as to the accuracy amounts and completeness of attachments:
  - a. Disbursement Vouchers
  - b. Requests for Payment and Budgetary Allocations
  - c. Notices of Payment of Honorarium
  - d. Payrolls
  - e. Reports from other offices
- Prepares reports, communication letters, and financial computations as needed by the office;
- Handles the email of the office;
- Filing, encoding, and photocopying of documents as needed by the office;
- Disseminates memoranda/announcements/advisories to all concerned;
- Monitor and manage the supplies of the office;
- Assists in coordinating with different offices;
- Entertains queries of clients via face-to-face, online, or phone call; and
- Performs other related tasks as may be assigned by the Vice Chancellor for Administration and Finance.

Interested applicants may send their application thru: [https://emc2.batstate-u.edu.ph/hr/publcs/job\\_view/2504](https://emc2.batstate-u.edu.ph/hr/publcs/job_view/2504) and look for **(1) Administrative Assistant II to be assigned under Office of the Vice Chancellor for Admin and Finance of BatStateU – Pablo Borbon Campus** job posting.

Submission of application is from **July 10, 2024 – July 19, 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**

*Leading Innovations, Transforming Lives, Building the Nation*



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**Human Resource Management Office**

**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](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.