



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 Aide VI – SG 06

(Under Permanent Status; to be assigned at the Office of the Campus Director, BatStateU – Lemery Campus)

Education:	Completion of two-year studies in college or High School Graduate with vocational/trade course.
Experience:	1 year of relevant experience
Training:	4 hours of relevant trainings
Competencies:	Records and Data Management Skills; Knowledge of Data Access and Protection Legislation; Property Accounting/ Property Records; Internal Control; Technology Skills; Problem Solving and Decision Making; Communication Skills; Interpersonal Skills; Professional Integrity
Eligibility:	Career Service (Sub-Professional) First Level Eligibility
Salary Grade 06:	(Php 17,553 + Php 2,000 PERA/month)

DUTIES AND RESPONSIBILITIES:

1. Performs various administrative tasks including but not limited to answering telephones, emails, filing, copying, posting, data entry, typing and word processing.
2. Schedules appointments, meetings and conference times when appropriate to teachers, heads and director.
3. Performs the documentation of meetings and prepares and maintain minutes of the meeting.
4. Responsible for the physical custody of Campus Property.
5. Assists for the conduct of inventories parts and equipment or supplies.
6. Assists end-users and TWG for the acceptance of deliveries and distribution.
7. Assists in the actual/annual physical inventory of different offices.
8. Assists the Inventory Committee on tagging property stickers of PPEs and SPs.
9. Updates and reconcile record of each individual.
10. Assists in the preparation of inventory and inspection report of unserviceable property of the campus.
11. Performs other function as maybe assigned.

Qualified applicants should signify their interest in writing. Attach the following documents to the **Application Letter** addressed to **Chancellor, Dr. EXPEDITO V. ACORDA**, thru **Asst. Prof. SHIRLYNE M. GUHIT, Head, HRMO Pablo Borbon**:

1. Fully accomplished (Notarized/UnderOath) **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

Leading Innovations, Transforming Lives, Building the Nation



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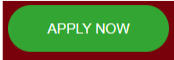
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2. **Updated Resume;**
3. **Performance rating** in the last rating period (if applicable);
4. Photocopy of **certificates of Eligibility/Rating/License**
5. Photocopy of **certificates of Employment & Trainings attended;** and
6. Photocopy of **Transcript of Records.**

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

- HRMO – Pablo Borbon located at Higher Education Building 1, Mezzanine Floor BatstateU Pablo Borbon Campus.
- http://emc2.batstate-u.edu.ph/hr/publcs/job_view/2451 then click the  button.
- recruitment.pb@g.batstate-u.edu.ph with the subject ATTN: Application for Administrative Aide VI at Office of the Campus Director

Submission of application is from July 10, 2024 – July 20, 2024.

NOTE: INCOMPLETE DOCUMENTS SHALL NOT BE PROCESSED; FOR STRICT COMPLIANCE

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) 779 – 8400 loc. 1804 / 1805.