



Republic of the Philippines
BATANGAS STATE UNIVERSITY
The National Engineering University

Lipa Campus

A. Tanco Drive, Marawoy, Lipa City, Batangas, Philippines 4217

Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 3112

E-mail Address: recruitment.lipa@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:

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

(Under Job Order Status: To be assigned at College of Arts and Sciences, BatStateU-Lipa)

Education: Bachelor's Degree Holder

Experience: One (1) year of relevant experience

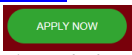
Competencies: Technology Skills, Communication Skills, Clerical Skills, Basic Customer Service Skills, Records and Data Management Skills, Problem Solving and Decision Making Skills, Interpersonal Skills and Professional Integrity

Eligibility: None required

Salary: 119.68 per hour

Duties and Responsibilities:

- Provide assistance to the Dean of College of Arts and Sciences
- Encode, print and photocopy letters and memoranda.
- Sort, file and ring bind files/documents needed by the office.
- Take minutes of the meeting.
- Prepare, encode and print the minutes of the meeting.
- Manage the approval of daily time record with accomplishment report of the Guest Lecturers.
- Receive and check the documents of faculty members for signature of immediate supervisors and their requirements that they need to accomplish before the end of the semester.
- Assist the faculty members with regards to their schedule.
- Sort and file the Copies of Action Plan, OBE Syllabi, Grades, and Examinations with Table of Specifications every semester.
- Contact and interact other offices to obtain and provide basic information/answer phone calls/queries.
- Keep the important documents/files for recordkeeping.
- Encode and update the schedule of classes in the system per semester.
- Prepare, encode, edit, print and file the faculty, class and room schedule per semester.
- Update the daily time records of faculty members in the system.
- Assist the parents/students and visitors with concerns to the Dean of CAS
- Receive, photocopy and log the documents for signature/record keeping.
- Perform other functions and duties as may be assigned by the higher authorities.
- Ensure the cleanliness and orderliness of work area regularly.
- Implementation of 5s within the work area.

Interested applicants may send their application thru http://emc2.batstate-u.edu.ph/hr/publics/job_view/2609 and look for **Administrative Aide VI (College of Arts and Sciences, Lipa)** job posting then click  button or send it to recruitment.lipa@g.batstate-u.edu.ph with subject **Re: Application for Administrative Aide VI (College of Arts and Sciences, Lipa)**, submission of application is from **July 11, 2024 to July 21, 2024:**

Below are the following application requirements:

1. Application Letter addressed to:

Atty. ALVIN R. DE SILVA
Chancellor, BatStateU-Lipa

Thru:

Ms. ESTER M. IGLOPAS
Head, HRMO

2. Updated resume;

3. 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;

4. Scanned copy of work experience sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;



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Human Resource Management Office

5. Scanned copy of Transcript of Records;
6. Scanned copy of Diploma;
7. Scanned copy of Eligibility/License/Ratings (if any);
8. 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.3112. Only with complete documents will be processed.