



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
**The National Engineering University**

**JPLPC Malvar Campus**

G. Leviste St., Poblacion, Malvar, Batangas, Philippines 4233

Tel Nos.: (+63 43) 778-2170 / (+63 43) 778-6633 local 9302; (+63 43) 406-0830

E-mail Address: [hrmo.malvar@g.batstate-u.edu.ph](mailto:hrmo.malvar@g.batstate-u.edu.ph) | Website Address: <http://www.batstate-u.edu.ph>

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 positions:

**One (1) Administrative Aide VI (Under Job Order Status; To be assigned at the College of Criminal Justice Education)**

**Education:** Graduate of any four-year course

**Experience:** At least one-year relevant experience is an advantage

**Competencies:** Verbal and Written Communication, Advanced Computer Skills, Time Management Skills, Detailed Oriented Skills.

**Salary Grade 6:** (119.68 per hour)

**Duties and Responsibilities:**

1. Attend telephone calls.
2. Collect and compile Faculty Profile
3. Collect and compile Faculty OBE Course Specifications
4. Encode and disseminate CCJE Local Memoranda
5. Encode and computed Faculty Honoraria
6. Print and compute Daily Time Record
7. Encode Faculty Schedule/Class Schedule/Room Utilization
8. Collect, compile and encode Performance Monitoring
9. Keep and maintain records
10. Accommodate to the needs of the clientele on the needed data/information
11. Received and forward Incoming/Outgoing Communications
12. Logs and monitors equipment borrowed by faculty members and other department.
13. Perform other related work assign by immediate supervisor.

Interested applicants may send their application thru [https://emc2.batstate-u.edu.ph/hr/publcs/job\\_view/2776](https://emc2.batstate-u.edu.ph/hr/publcs/job_view/2776) and look for **ADMINISTRATIVE AIDE VI - CCJE (JPLPC-Malvar)** job posting then click  button, submission of application is from **August 14, 2024 – August 24, 2024**.

**Below are the following application requirements:**

1. Application letter with applicant's signature addressed to:

**Dr. AMADO C. GEQUINTO**

Chancellor

Batangas State University JPLPC – Malvar

Thru: **ENGR. JOVITO P. PERMANTE**

Head, HRMO

Batangas State University JPLPC - Malvar

2. Scanned copy of updated resume with applicant's signature
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](http://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](http://www.csc.gov.ph);
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).*



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The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may reach us at (+63 43) 778-2170; 778-6633 loc 302.

*Note: Only with complete documents will be processed. HRMO is strictly taking precautionary measures and will be doing the hiring process online.*