



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 Job Order Status, to be assigned under the Property and Supply Office, BatStateU – Pablo Borbon Campus)

Education: Bachelor's degree relevant to the job
Experience: With relevant experience
Competencies: Record and data management; communication skills both in verbal and written; clerical skills; computer literate; problem solving and decision-making skills.
Eligibility: None required
Monthly Salary: 119.68/hr.

DUTIES AND RESPONSIBILITIES:

- Inspects and accepts delivered Property, Plant, and Equipment (PPE of Pablo Borbon with End-Users and Technical Working Group (TWG).
- Inspects and accepts delivered Semi-expendable Properties (SP) of Pablo Borbon with End-Users and Technical Working Group (TWG).
- Inspects and accepts delivered Resource Generation Office (RGO) items of Pablo Borbon with RGO staff, end-user, and TWG.
- Prepares the Inspection and Acceptance Report (IAR) of Resource Generation Office - Pablo Borbon.
- Assists the Inventory Committee of RGO for the physical inventory of merchandise.
- Inspects, accepts, and transmits office-related documents to and from concerned offices of Pablo Borbon.
- Assists in the preparation of documents for Land Transportation Office (LTO) vehicle registration and renewal.
- Assists in the preparation of documents for insurance and renewal of buildings and other insurable assets to Government Service Insurance System (GSIS).
- Prepares and coordinates regarding Authority to Travel and Request for the Use of Vehicle to extension campuses of Pablo Borbon.
- Follow-up deliveries and pertinent documents of external providers based on the Purchase Orders.
- Answers inquiries of the concerned offices/officials of Pablo Borbon and external providers.
- Performs other related tasks that may be directed by higher authorities from time to time.

Interested applicants may send their application thru: http://emc2.batstate-u.edu.ph/hr/publics/job_view/2901 and look for (1) Administrative Aide VI to be assigned under the Property and Supply Office of BatStateU – Pablo Borbon Campus job posting.



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Human Resource Management Office

Submission of application is from **September 16, 2024 – September 25, 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

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) 779-8400 loc. 1804/1805.