



Republic of the Philippines
BATANGAS STATE UNIVERSITY
The National Engineering University
Alangilan Campus

Golden Country Homes, Alangilan, Batangas City, Batangas, Philippines 4200

Tel. No.: (+63 43) 425-0139 loc 2105; Cell. No.: +63936-933-9835

E-mail Address: hrmo.alangilan@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 positions:

1. Three (3) Administrative Aide III

(Under Job Order Status; To be assigned at the Registrar Office, BatStateU – TNEU Alangilan Campus)

Education: Graduate of any 4-year course.

Experience: Working experience related to computer and technology is an advantage.

Competencies: Has computer knowledge and skills, client-oriented; and possess self-initiative, innovativeness, flexibility and diligence. Has the ability to manage documents, maintain and protect confidentiality of records.

Salary: Php100.08/hour

Duties and Responsibilities:

- Operate scanners to convert physical students records and academic documents and inactive records by year of entry into digital formats. Ensure that the scanned images are clear, legible and complete;
- Sort/organized physical records and maintain proper filing into folder files;
- Update label on folders as necessary; organized and sort folders by year of entry by program;
- Classify records and organized the softcopies into the server folder; inform the Records custodian on the updating of records location;
- Provides assistance in locating and retrieval of old records and files;
- Log of incoming and outgoing documents;
- Secure integrity and confidentiality of records. Ensures data privacy protection of documents at all times;
- Prepares and submits monthly accomplishment reports; and
- Perform other task assigned in relation to record keeping.


Qualified applicants should signify their interest in writing. Attach the following documents to the application letter addressed to:

Dr. Tirso A. Ronquillo
University President

Thru: **Engr. Suzette M. Mercado,**
Head of HRMO - Alangilan,

1. Fully accomplished 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
2. Updated Resume;
3. Photocopy of certificates of Employment & Trainings attended; and
4. Photocopy of Transcript of Records and Diploma.

Submission of application documents may be done thru the following from September 19-29, 2024.

- <https://emc2.batstate-u.edu.ph/human-resource/jobs/details/2917> then click the  button.

- Email: recruitmentandhiring.alangilan@g.batstate-u.edu.ph with the subject:
Re: Application for Administrative Aide III - Registrar

Leading Innovations, Transforming Lives, Building the Nation



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- **Hard copy of complete documents: HRMO Alangilan** located at 3rd floor, Student Services Center, BatStateU Alangilan Campus

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) 425-0139 local 2105.