



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. One (1) Administrative Assistant II

(Under Job Order Status; To be assigned at the Office of the Campus Director – BatStateU Mabini)

Education: Graduate of any 4-year course.

Experience: Preferably has a working experience.

Competencies: Proficient in Microsoft Office and multimedia platform; Good communication skills both written and oral.

Salary: Php134.62/hour

Duties and Responsibilities:

- Prepares communication letters such as request letters, notice of meetings as instructed by the Campus Director and Head of Academics, minutes of meetings and other related written communications;
- Prepares the breakdown of faculty honoraria and its request;
- Prepares and submits accomplishment report to the Chancellor and Campus Director;
- Prepares the IAWA DTRs of permanent employees, guest lecturers and job orders and submits to HRMO;
- Prepares all reports requested by the different offices;
- Prepares presentation in all meetings and assists the Campus Director in conducting the said meeting;
- Prepares other academic requirements of the campus (i.e., PSV accreditation);
- Prepares the request of renewal/additional faculty/staff;
- Prepares request of reimbursement, PPMP and Purchase Requests;
- Assists the Campus Director in the preparation of Faculty performance evaluation, faculty loading and schedule, room utilization and other related works;
- Coordinates with the different offices in the campus;
- Assists in preparation for the culminating activities;
- Entertain questions and attend to the queries of students, faculty, staff, maintenance and security personnel, parents and visitors;
- Prepares request for payments for the internet, electricity and water charges of BatStateU TNEU Mabini Campus;
- Do other duties as may be assigned by the immediate supervisor and higher authorities;
- Records, checks and verifies authenticity of submitted credentials of new students;
- Prepare master lists of students;
- Disseminates information pertaining to the services offered by TAO and entertains queries concerning the said office;
- Do and delivers all tasks/reports expecting in the campus; and
- Oversee the tasks of other staff in the campus.

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,**

Leading Innovations, Transforming Lives, Building the Nation



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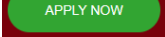
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Human Resource Management Office

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 October 8-18, 2024.

- https://emc2.batstate-u.edu.ph/hr/publcs/job_view/2969 then click the  button.
- Email: recruitmentandhiring.alangilan@g.batstate-u.edu.ph with the subject:
Re: Application for Administrative Assistant II – OCD Mabini
- **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.