



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 College of Medicine, BatStateU – Pablo Borbon Campus)

Education: Bachelor relevant to the job
Experience: With relevant experience
Competencies: Computer Literate; Records and data management skills; Proficiency in communication skills
Eligibility: None required
Monthly Salary: 119.68/hr.

DUTIES AND RESPONSIBILITIES:

- Provides office support such as greeting and directing visitors.
- Maintains office mail and emails; answers inquires, forwards to appropriate point person, labels/tags for easy reference.
- Answers phone calls giving correct and appropriate information, taking messages and referring when necessary.
- Prepares letters, memos and other documentation for the office.
- Maintains records, documents and databases for the office.
- Facilitates meetings and special events; schedules and coordinates dates and times, venues, attendance, agendas, and facilities; takes minutes, and provides administrative support and follow-up on matters arising from meetings.
- Serves as liaison for the Dean, faculty and students to the various University offices and external constituencies.
- Schedules and coordinates appointments of Dean.
- Conducts searches to find needed information such as distributors, quotations, and product specifications and availability.
- Assists in the preparation and submission of forms, budgets, operational plans, and reports.
- Manages office supplies, equipment, and facilities for the organization, as appropriate, to include maintenance, inventory management, logistics, security, and related activities.
- Accompanies the Dean in meetings and other official functions, as deemed necessary.
- Performs administrative activities such as updating faculty and student portfolios, encoding of curriculum, schedules, teaching loads, and IAWAs.
- Maintains confidentiality of information pertaining to students, staff and faculty of COM
- Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
- Performs miscellaneous job-related duties as assigned by Dean.



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Interested applicants may send their application thru: emc2.batstate-u.edu.ph/hr/publics/job_view/2970 and look for **(1) Administrative Aide VI to be assigned under the College of Medicine of BatStateU – Pablo Borbon Campus** job posting.

Submission of application is from **October 9-18,2024**.

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.