



Republic of the Philippines
BATANGAS STATE UNIVERSITY
The National Engineering University
ARASOF-Nasugbu Campus

R. Martinez St., Brgy. Bucana, Nasugbu, Batangas, Philippines 4231

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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:

POSITION:	Administrative Aide VI
ITEM NO.:	BTSUB-ADA6-160-2022
SALARY GRADE:	6
MONTHLY SALARY:	P 18,255.00 plus P2,000.00 PERA
STATUS:	Permanent
PLACE OF ASSIGNMENT:	Human Resource Management Office

QUALIFICATION STANDARDS:

EDUCATION:	Completion of two (2) years studies in college
TRAINING:	None required
EXPERIENCE:	None required
ELIGIBILITY:	Career Service (Sub Professional) First Level Eligibility

Duties and Responsibilities:

- Assist in the recruitment, screening, selection, and hiring process of the applicants;
- Facilitate the orientation and processing of the required documents of the newly hired employees such as Personal Data Sheet, Medical Certificate, Identification Card, etc.;
- Facilitate the learning needs assessment (LNA), prepare the LNA report and draft the Learning and Development Plan;
- Monitor the implementation of the Learning and Development Plan and review the employees' request for attendance to seminars and training;
- Facilitate the conduct of in-house learning and development activities for employees;
- Print, distribute, and process Daily Time Records of employees;
- Maintain an accurate and updated office filing system that makes records and documents retrievable and accessible while ensuring the confidentiality of files;
- Prepare documents as required by ISO 9001:2015 International Standards; and
- Perform other related tasks that may be directed by higher authorities from time to time

Qualified applicants may submit the following documents:

1. **Signed** Application Letter addressed to the Chancellor in the ff format (*kindly indicate the position and office you're applying*):

Prof. ENRICO M. DALANGIN, Ph.D.

Chancellor

BatStateU ARASOF-Nasugbu

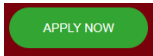
Thru: **Ms. AIMEE ROXANNE U. PERCANO, MBA**

Head, Human Resource Management Office

BatStateU ARASOF-Nasugbu

2. 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;
3. **Performance rating** in the last rating period (if applicable);
4. Original copy of Authenticated **Certificate of Eligibility/Rating/License**;
5. Original copy of Authenticated **Transcript of Records and Diploma**;
6. Photocopy of other credentials:
 - **Certificate of Employment (COE)** if previously employed; and
 - **Relevant Certificate of Trainings/Seminars Attended** within the last five (5) years.

Submission of the application documents may be done thru any of the following:

1. **HRMO ARASOF-Nasugbu** – located at the back of the Joson Gymnasium, BatStateU ARASOF-Nasugbu Campus.
2. https://emc2.batstate-u.edu.ph/hr/publics/job_view/2975 then click the  button.
3. recruitment.nasugbu@g.batstate-u.edu.ph with the subject: **ATTN: Application for Administrative Aide VI at Human Resource Management Office.**

Submission of application documents is from **October 10, 2024 to October 20, 2024.**

NOTE: INCOMPLETE DOCUMENTS SHALL NOT BE PROCESSED.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information, you may call (043) 416 0350 local 402 or (0919) 079 0673.