



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

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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-ADA6-122-2022
SALARY GRADE:	6
MONTHLY SALARY:	P 18,255.00 plus P2,000.00 PERA
STATUS:	Permanent
PLACE OF ASSIGNMENT:	Bids and Awards Committee

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 the BAC Secretariat in the following tasks:
 - preparation of BAC Resolutions
 - preparation of Construction Agreements, Purchase Agreements and Service Agreements
 - preparation of Invitation to Bid
 - preparation of Matrices of BAC Resolutions, Bid evaluation and Post-Qualification Evaluation Reports for presentation/endorsement to the Committee on Finance
 - preparation of various reports to be submitted to GPPB and BAC Central
- Send Notice of Award and Notice to Proceed to the winning bidder
- Post/advertise Invitation to Bid, Notice of Award, BAC Resolutions, and Notice to Proceed in the PHILGEPS website, BatStateU website and other conspicuous place
- Prepare and photocopy of documents as annexes to the contract and purchase agreement
- Prepare and photocopy of bidding documents of the winning bidder/contractors for submission to COA, Supply Office and file copy
- Provide assistance to BAC members, Technical Working Groups, and End-user
- Maintain constant coordination and communication with the prospective and winning bidders, BAC Central, and constituent campuses
- Answer telephone calls and queries
- Take custody of BAC documents and records and
- Perform other duties that may be assigned 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/publcs/job_view/2973 then click the  button.
3. recruitment.nasugbu@g.batstate-u.edu.ph with the subject: **ATTN: Application for Administrative Aide VI at Bids and Awards 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.