



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 III |
| ITEM NO.: | BTSUB-ADA3-31-2004 |
| SALARY GRADE: | 3 |
| MONTHLY SALARY: | P 15, 265.00 plus P2,000.00 PERA |
| STATUS: | Permanent |
| PLACE OF ASSIGNMENT: | Procurement Office |

QUALIFICATION STANDARDS:

| | |
|---------------------|--|
| EDUCATION: | Completion of two (2) years studies in college or High School Graduate with relevant Vocational/Trade Course |
| TRAINING: | None required |
| EXPERIENCE: | None required |
| ELIGIBILITY: | Career Service (Sub Professional) First Level Eligibility |

Duties and Responsibilities:

- Assist in the preparation of Abstract of Canvass and Purchase Orders;
- Prepare and facilitate procurement documents for reimbursement and cash advances;
- Photocopy/duplicate and sort documents for attachments to approved Purchase Orders;
- Responsible for the submission of the approved Purchase Orders to COA;
- Prepare and monitor the External Providers’ Performance Evaluation Monitoring Form;
- Prepare the EP Performance Summary report;
- Facilitate signing and approval of AOC, Purchase Orders, and other procurement documents;
- Call/communicate with suppliers to follow up on deliveries;
- Carry out administrative and procurement clerical task;
- Maintain complete files of supplier’s contracts as well other necessary for filing and references;
- 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

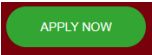
Thru: **Ms. AIMEE ROXANNE U. PERCANO, MBA**

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/2974 then click the  button.
3. recruitment.nasugbu@g.batstate-u.edu.ph with the subject: **ATTN: Application for Administrative Aide III at Procurement 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.