



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 position:

POSITION:	Administrative Aide VI
SALARY GRADE:	6
MONTHLY SALARY:	Php 18,255.00 plus Php 2,000.00 PERA
STATUS:	Casual
PLACE OF ASSIGNMENT:	Batangas State University ARASOF-Nasugbu (Office of the Vice Chancellor for Administration and Finance)

QUALIFICATION STANDARD:

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

QUALIFICATION STANDARD:

- Prepares basic office correspondences, memoranda and reports;
- Review and evaluate documents submitted to the office for the signature of the Vice Chancellor;
- Consolidates reports from offices under Administration and Finance;
- Arranges schedules of meetings, seminars, conferences to be attended by the Vice Chancellor;
- Handles incoming and outgoing telephone calls and office electronic mails;
- Coordinates with other offices to obtain and provide information needed by the office;
- Receives, records, process, sorts and files office documents;
- Reproduces/ Photocopy office documents as needed;
- Encodes data for records purposes;
- Safekeeps and back-up routine and non-routine documents for future reference;
- Receives/assists in addressing the concerns of internal and external customers;
- Monitors the submission of Monthly Report of Attendance of Heads offices;
- Checks OPCR/IPCR, ISO monitoring tools and ISO pertinent documents; and
- Performs other related tasks as may be assigned by the immediate head and higher authority.

Qualified applicants may submit the following documents:

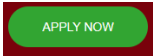
1. **Signed** Application Letter addressed to the Chancellor in the ff format (*kindly indicate the position and office you're applying*):

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/2979 then click the  button.
3. recruitment.nasugbu@g.batstate-u.edu.ph with the subject: **ATTN: Application for Administrative Aide VI at Office of the Vice Chancellor for Administration and Finance**

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.