



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 Officer I – SG 10

(Under Permanent Status; to be assigned at the Property and Supply Office, BatStateU – Pablo Borbon Campus)

Education:	Bachelor's Degree relevant to the job
Experience:	None required
Training:	None required
Competencies:	Property and Inventory Management; Knowledge of Relevant Administrative and Financial Rules and Regulations; Knowledge of Data Access and Protection Legislation; Internal Control; Leadership and Management; Problem-Solving and Decision Making; Communication Skills; Interpersonal Skills; Professional Integrity
Eligibility:	Career Service (Professional) Second Level Eligibility
Salary Grade 10:	(Php 24,381 + Php 2,000 PERA/month)

DUTIES AND RESPONSIBILITIES:

- The Administrative Officer I shall undertake the determination, requisition, receiving, and distribution of supplies and materials of Pablo Borbon.
- Assist in the implementation of prescribed University-wide administrative procedures including national government procedures and directives and security measures for the safety of physical properties and personnel.
- Develop and recommend policies, standards, guidelines, systems, tools and forms used by Pablo Borbon regarding supply and property related activities.
- Prepare memos and issuances on recommendations regarding policies, standards, guidelines, systems, and forms.
- Assist in monitoring of performance of suppliers and satisfaction of management and staff on procured resources towards continuous improvement.
- Assist in the preparation of Evaluation Report for Existing External Providers based on the External Provider's Performance Monitoring provided by Procurement Office.
- Assist in the conduct for the physical count of all property, plant and equipment. Assist in the recommendation of disposal on waste materials and unserviceable equipment after conducting inspections on an annual basis to release accountability for unserviceable equipment and materials and request deletion from accounting record.
- Assist in the preparation, review, and check the Report on the Physical Count of Inventory (RPCI), Report on the Physical Count of Property, Plant, and Equipment (RPCPPE), Report on the Physical Count of Semi-expendable Properties (RPCSP), and Property Inventory Form (PIF), Inspection and Inventory Report of Unserviceable Properties (IIRUP), Inspection and Inventory Report of Unserviceable Semi-expendable Properties (IIRUSP), Waste Material Report (WMR), Report of Supplies and Materials Issued (RMSI), and Report on the Physical Count of Inventory (RPCI) for Commission on Audit and other concerned offices.



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

- Prepare necessary documents as required by ISO 9001:2015 International Standards.
- Perform other related tasks that may be directed by higher authorities from time to time

Qualified applicants should signify their interest in writing. Attach the following documents to the **Application Letter** addressed to **University President, Dr. TIRSO A. RONQUILLO**, thru **Dr. IRENE H. MARALIT**, Head, HRMO Pablo Borbon:

1. Fully accomplished (Notarized/UnderOath) **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
2. **Updated Resume**;
3. **Performance rating** in the last rating period (if applicable);
4. Photocopy of **certificates of Eligibility/Rating/License**
5. Photocopy of **certificates of Employment & Trainings attended**; and
6. Photocopy of **Transcript of Records**.

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

- HRMO – Pablo Borbon located at Mezzanine, Higher Education Building 1, BatStateU Pablo Borbon Campus.
- emc2.batstate-u.edu.ph/hr/publcs/job_view/2352 then click the
- recruitment.pb@g.batstate-u.edu.ph with the subject ATTN: Application for Administrative Officer I at the Property and Supply Office.



Submission of application is from February 13 - 23, 2025.

NOTE: INCOMPLETE DOCUMENTS SHALL NOT BE PROCESSED; FOR STRICT COMPLIANCE

PLEASE ALSO SUBMIT YOUR HARDCOPY APPLICATION AT HUMAN RESOURCE MANAGEMENT OFFICE

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.