



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: hrmo.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 Aide III – SG 03

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

Education:	Completion of two (2) years studies in college or High School graduate with relevant Vocational/Trade Course
Experience:	None required
Training:	None required
Competencies:	Records and Data Management; Knowledge of COA and DBM and other accounting and budgetary rules and regulations; Knowledge of Data Access and Protection Legislation; Internal Control; Problem Solving and Decision Making Skills; Interpersonal Skills; Communication Skills; Professional Integrity
Eligibility:	Career Service (Sub-Professional) First Level Eligibility
Salary Grade 03:	(Php 15,852.00 + Php 2,000 PERA/month)
Plantilla No:	BTSUB-ADA3-27-2004

DUTIES AND RESPONSIBILITIES:

- Receive and record all documents for Budget Office -PB
- Check documents received as to completeness of attachments
- Log and release all documents processed to different offices
- Encode in the track document system
- Maintain and keep records of stock/inventories of the office
- Assist in preparing the hardcopy/compiled reports of the office
- Filing documents
- Maintaining orderliness in the office
- Answer phone calls and perform other clerical tasks
- Perform other tasks as maybe assigned by Immediate Head

Qualified applicants should signify their interest in writing. Attach the following documents to the **Application Letter** addressed to **Chancellor, Dr. EXPEDITO V. ACORDA**, thru **Dr. IRENE H. MARALIT**, Head, HRMO Pablo Borbon:

1. Fully accomplished (Notarized/UnderOath) **Personal Data Sheet (PDS)** and
2. **Work Experience Sheet** with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
3. **Updated Resume**;
4. **Performance rating** in the last rating period (if applicable);
5. Photocopy of **certificates of Eligibility/Rating/License**
6. Photocopy of **certificates of Employment & Trainings attended**; and
7. Photocopy of **Transcript of Records**.



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

- HRMO – Pablo Borbon located at Higher Education Building 1, Mezzanine Floor BatstateU Pablo Borbon Campus.
- https://emc2.batstate-u.edu.ph/hr//publcs/job_view/3325 then click the  button.
- recruitment.pb@g.batstate-u.edu.ph with the subject ATTN: Application for Administrative Aide III at Budget Office BatstateU Pablo Borbon.

Submission of application is from February 21 – March 3, 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.