



Republic of the Philippines
BATANGAS STATE UNIVERSITY
The National Engineering University
Alangilan Campus

Golden Country Homes, Alangilan, Batangas City, Batangas, Philippines 4200

Tel. No.: (+63 43) 425-0139 loc 2105; Cell. No.: +63936-933-9835

E-mail Address: hrmo.alangilan@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 positions:

1. One (1) Administrative Aide VI

(Under Job Order Status; To be assigned at the Culture and Arts Office, BatStateU – TNEU Alangilan Campus)

Education: Graduate of any 4-year course.

Experience: At least 1-year relevant experience.

Competencies: Records and Data Management; Communication Skills; Clerical Skills; and Technology Skills. Preferably with knowledge in graphic arts and visual design.

Salary: Php129.25/hour

Duties and Responsibilities:

- Provide additional administrative support for the office, including reports to be submitted to Office of Culture and Arts-Central, graphic art works and design for the office, programs, events and competitions.
- Assist the office in the programs/events and serve as the coordinator/facilitator of visual arts competitions and activities of “SIKHA” the visual arts group.
- Serve as a point of contact for inquiries related to culture and arts programs focus on Visual Arts.
- Assist the office in the promotion of culture and arts by actively maintaining the official social media page and accounts of the office.
- Serves as Property Custodian that will maintain an accurate and up-to-date inventory of all cultural and artistic properties and its comprehensive records including its acquisition, condition, maintenance history, and location.
- Ensure that all cultural and artistic properties are preserved in optimal condition, including proper storage, handling, and care to prevent damage or deterioration.
- Coordinate the lending of cultural and artistic properties to students, organization, colleges, constituent campuses and implement protocols to protect properties from theft, loss, or damage.
- Assist in the preparation of specifications and market study related to the acquisition, maintenance, and preservation of cultural and artistic properties.
- Assist the Head in monitoring purchase requests budget utilization of the office
- Assist the Head in monitoring attendance, performance of trainer/coaches.
- Coordinate Culture and Arts activities of Lobo, Alangilan, Mabini and Balayan Campuses.
- Assist in the conduct of Auditions for all the resident performing Arts groups of Alangilan and issue certificate of membership.
- Perform additional duties and responsibilities assigned by immediate supervisor.



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Qualified applicants should signify their interest in writing. Attach the following documents to the application letter addressed to:

Dr. Tirso A. Ronquillo
University President

Thru: **Engr. Suzette M. Mercado,**
Head of HRMO - Alangilan,

1. 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
2. Updated Resume;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificates of Eligibility (if applicable);
5. Photocopy of certificates of Employment & Trainings attended; and
6. Photocopy of Transcript of Records and Diploma.

Submission of application documents may be done thru the following from March 6-16, 2025:

- https://emc2.batstate-u.edu.ph/hr/publics/job_view/3368 then click the  button.
- Email: recruitmentandhiring.alangilan@g.batstate-u.edu.ph with the subject:
Re: Application for Administrative Aide VI – Culture and Arts
- **Hard copy of complete documents: HRMO Alangilan** located at 3rd floor, Student Services Center, BatStateU Alangilan Campus

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) 425-0139 local 2105.