



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) 980-0385 local 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 Assistant II – SG 08

(Under Job Order Status, to be assigned under the Human Resource Management Office, BatStateU – Pablo Borbon Campus)

Education:	Graduate of BSBA major in Human Resource Development Management
Experience:	At least 1 year of relevant experience
Competencies:	Computer Literate; Records Management; Customer/Client Oriented; Communication Skills; Interpersonal Skills; Knowledge in preparation of payroll/timekeeping.
Eligibility:	None Required
Monthly Salary:	146.24/hr.

DUTIES AND RESPONSIBILITIES:

One (1) Administrative Assistant II - Compensation and Benefits Administration (Part-Time Teaching/Guest Lecturers)

- Prepares monthly report of services of Part-time Lecturers;
- Checks and monitors of Request for Renewal of Contract of Service of renewed Lecturers;
- Endorses newly hired to infirmery for medical and ICT services for registration of biometrics;
- Prepares Certificate of Service, as endorsement to Landbank of newly hired Lecturers for accounts opening;
- Prepares and issues contract of service of rehired and newly hired Part-time Lecturers;
- Prepares 201 file of newly hired Part- time Lecturers;
- Files monthly report, contracts, and recommendation letter of each Lecturers to their corresponding 201 files;
- Checks Notice of Payment of Honorarium of Pablo Borbon;
- Prepares and updates service record card and HRIS of Lecturers;
- Prepares updated checklist of Part-time Lecturers;
- Issues Certificate of Employment and Service Record of Lecturers upon request;
- Prepares Personnel Inventory of Lecturers;
- Maintains systematic filing of memos/checklists and other records;
- Prepares and consolidates staffing pattern of Guest Lecturers.
- Provides orientation to newly hired part time teaching personnel before endorsement to assigned college/department.
- Assists in the preparation of ISO documents, provides assistance and support during ISO internal and external audits, and participates in other accreditation activities.
- Assists in the preparation of HR agenda supporting documents for scheduled University Administration and Finance Committee meetings.
- Performs other related tasks that may be directed by higher authorities from time to time.

Interested applicants may send their application thru: https://emc2.batstate-u.edu.ph/hr/publcs/job_view/3370 and look for **(1) Administrative Assistant II (Compensation and**



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Human Resource Management Office

Benefits Administration) to be assigned under the **Human Resource Management Office of BatStateU**
– **Pablo Borbon Campus** job posting.

Submission of application is from **March 10 - 19, 2025**

Below are the following application requirements:

1. Application Letter addressed to:

Dr. EXPEDITO V. ACORDA

Chancellor

Batangas State University, Pablo Borbon Campus

Thru: Dr. IRENE H. MARALIT

Head, HRMO – Pablo Borbon

2. Updated resume and fully accomplished Personal Data Sheet (with recent passport-sized picture, CS Form No.212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Scanned copy of work experience sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of Eligibility/License/Ratings (if any);
7. Scanned copy of other credentials:
 - *Certificate/s of Employment (if previously employed)*
 - *Relevant certificate of Training/Seminars attended (for webinars, kindly submit proof of registration or attendance aside from the certificate, for verification).*

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) 980-0385 loc. 1804.