



Republic of the Philippines
BATANGAS STATE UNIVERSITY ALANGILAN
Alangilan, Batangas City

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 ASSISTANT II

(Under Job Order Status; To be assigned at Budget Office BatStateU Alangilan)

Education: Degree on business related course

Experience: At least 1-year experience

Expertise: Computer and technical skills, Verbal and written communication, Clerical skills

Eligibility: None required

Salary Grade 8– (124.44/hour)

Duties and Responsibilities:

- Assist in the preparation of the following reports/budget for submission to BatStateU Central Office for DBM Regional Office No. IV and COA Government Accountancy Sector (GAS);
 - Quarterly Statement of Appropriation, Allotments, Obligations, Disbursements & Balances (FAR 1) – MDS Fund;
 - Quarterly Summary of Appropriation, Allotments, Obligations, Disbursements & Balances By Object of Expenditures (FAR 1A) – MDS Fund;
 - Summary of Unpaid obligation under MDS Fund (Due and Demandable & Not Yet Due & Demandable);
 - Aging of Unpaid Obligations (FAR No. 3) (every end of the year) – MDS Fund;
 - Other reports with deadlines required by the regulatory agencies;
 - Monitor allotment released from BatStateU Central for MDS Fund;
 - Record all disbursement made under MDS Fund both on soft copy & hard copy of signed ORS (all checks, LDDAP & ADA);
 - Reconcile remittances of GSIS, Pag-ibig, Philhealth and BIR Remittances (regular personnel and supplier) if discrepancies were found;
 - Record all return of Cash Advances both on soft copy & hard copy of signed ORS;
 - Locate the missing paid vouchers needed to be recorded for the quarterly report under MDS Fund;
 - Maintain records of Part C (Status of Obligation) of ORS under MDS Fund;
 - Maintain signed copies of ORS for MDS Fund (separately the paid & unpaid ORS);
- Assist in the preparation of Monthly Cash Disbursement Program (MCDP) under MDS Fund.
- Assist in the preparation of Supplemental Budget under STF Fund.
- Assists in the Preparation of the Performance Monitoring Tools of the Budget Office.
- Assist in the preparation of the following budget / reports for submission to the BatStateU Central Office as follows:
 - Program of Receipts and Expenditures (PRE)
 - Assist in the preparation of the budget/financial reports required by the higher authorities & central offices such as the following:
 - Annual Report of Budget Office
 - Individual Performance Commitment and Review (IPCR)
 - Other documents needed by the management and central office.
- Assist in the preparation of Registry of Appropriation & Allotments (RAPAL) under MDS Fund as required by COA;
- Assist in the preparation of Registry of Allotments, Obligations & Disbursements Personnel Services (RAODPS) under MDS Fund as required by COA;
- Assist in the preparation of Registry of Allotment, Obligations & Disbursements Maintenance & Other Operating Expenses (RAODMOOE) under MDS Fund as required by COA;

- Sorting, filing, recording & photocopying of documents, letters, request for office files and reference;
- Perform additional duties as required by immediate supervisor and by the higher authorities;

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than, October 29, 2021.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Scanned copy of Transcript of Records;
4. Scanned copy of Diploma;
5. Scanned copy of other credentials:
 - Certificate of Seminars/Training attended; and
 - Certificate of Employment (if previously employed)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO**, together with your updated resume, and other credentials at **recruitmentandhiring.alangilan@g.batstate-u.edu.ph with the Subject - **ATTN: Application as Admin Assistant II - Budget. Submission of application is only from October 20, 2021 to October 29, 2021.****

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 2105.