



Republic of the Philippines
BATANGAS STATE UNIVERSITY
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) Internal Auditing Assistant – SG 8

(Under Job Order Status; To be assigned at Internal Audit Unit, Main I)

Education: With Bachelor's Degree in the field of Accounting or Business Administration and Finance.

Experience: At least one (1) year relevant experience

Expertise: Good in oral and written communication. Computer literate. Ability to coordinate multiple activities with good inter and intrapersonal relationship and work attitude. Knowledgeable in office management and basic auditing.

Salary Grade 8 – (119.35/hour)

Duties and Responsibilities:

- Assist internal auditors in the conduct of financial and/or operations audit.
- Assist in auditing of the documents complied to the existing rule and regulations.
- Assist in proper compliance of the documents attached.
- Assist in integration of audit findings and prepare the highlights of the audit findings.
- Receive, check and record all the documents for the internal audit unit.
- Bring all the communications/official documents to the respective offices when signed.
- Photocopy/detached one copy of disbursement voucher or liquidation report for file.
- File all the detached document for the Internal Audit Unit.
- Receive notices, letters, memorandum and other documents to be signed by the Authorized officials.
- Handle phone calls and give the needed information in case of return calls.
- Does related work.

Disseminates information to the department regarding the schedule of evaluation of Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at batstate Recruitment@gmail.com. Submission of application is on **November 20, 2020 to November 29, 2020**. 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 1104.