



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) Administrative Aide VI – SG 6

(Under Job Order Status; To be assigned at the Vice Chancellor for Administration and Finance Office, BatStateU - Lipa)

Education: BS Accountancy or BS Accounting Management or relevant bachelor's degree

Experience: At least 1 year of relevant experience in quality management

Expertise: General Accounting and Bookkeeping

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Prepares Check Disbursement Journal (101, 163 & 164)
- Prepares JEV of ATM Payroll (Fund 101, 163 & 164)
- Files copy of paid disbursement vouchers for CHDJ & JEV of ATM Payroll (Funds 101, 163 & 164)
- Prepares updates Registry of Allotment & Notice of Cash Allocation 9RANCA) for Fund 1101
- Prepares Monthly Alphabetical List of Payees and Monthly Remittance Return of VAT, Percentage Tax and EWT of suppliers and contractors (Funds 101, 163 & 164)
- Daily posting of amount from the Daily Abstract of Collections and Deposits to Report of Collections and Deposits (STF, MDS & IGP)
- Prepares Monthly Report of Collections and Deposits
- Prepares Monthly and Accumulated Report of Actual Income
- Prepares Comparative Actual Income vs Projected Income (monthly and accumulated)
- Maintains and updates Ledger Card and prepare Lapsing Schedule for Property Plant and Equipment accounts
- Compiles Capital Outlay Disbursement & Infrastructure Project payments including attachments
- Maintains & UODATES Ledger Cards for Merchandise and Supplies Inventory (Funds 101, 163 & 164)
- Prepares report of Merchandise and Supplies Inventory for Funds 101, 163 & 164
- Assess students' accounts
- Entertains students' queries
- Countersign clearance of the students
- Re-assess students' accounts who have scholarships
- Prepares statement of account and certification of students
- Prepares billing statement of scholars for submission to sponsors
- Re-assess/checks and sorts registration forms of students
- Updates list of enrolled students and their account balances
- Inputs tutorial fees of students in the Assessment System submitted by different colleges
- Process refund of overpayment of students
- Posts payments of sponsors to accounts of student scholar
- Process promissory notes of students

- Scans paid disbursement vouchers and ADA of payroll and its supporting documents (Funds 101, 163 & 164).
- Perform other tasks as may be assigned by the immediate supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva**, thru **Ms. Ester M. Iglopas, Head of HRMO**, together with your updated resume, transcript of records and other credentials at recruitment.lipa@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide VI– VCAF (Lipa Campus)**. Submission of application is only from **January 25, 2021 to February 03, 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 1104.



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Experience: At least 1 year of relevant experience in quality management

Expertise: General Accounting and Bookkeeping

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Prepares payroll for salaries, proportional vacation pays, other compensation and other benefits for Regular, Temporary Faculty & Employees
- Prepares Disbursement Vouchers for salaries, proportional vacation pay, other compensation and other benefits for Regular Faculty & Employees and remittances of loans to Pag-ibig (MPL) and BatStateU Cooperative
- Updates/monitors no. if payment for various loans (Pag-ibig, Landbank, UCPB and GSIS Loans)
- Prepares/computes other benefits of BatStateU personnel such as Maternity Leave Claim, Terminal Leave Benefit, Monetization, etc.
- Prepares Payroll Register of salaries, other compensation and other benefits by inputting in the Financial Data Entry System (FINDES) for submission to Landbank
- Prepares Loan Register for Land Bank Mobile loan Saver deductions of faculty & employees
- Prepares bi-monthly pay slip for uploading to employee's portal
- Maintains individual ledger of faculty & employees by posting salaries, other compensation and other benefits received and tax withheld
- Computes Year-end Adjustment of Withholding Tax on Compensation
- Prepares payroll for salaries of Casual and Job Order employees based on report of HR Department
- Prepares payroll of laundry and Subsistence Allowance & Hazard Pay for Medical Personnel
- Prepares payroll of Student Assistance Allowance
- Prepares payroll Register of salaries, other compensation and other benefits by inputting in the Financial Data Entry System (FINDES) for submission to Landbank
- Prepares remittances of Pag-ibig Premiums, UCPB Loan and Withholding Tax on Compensation
- Maintains individual ledger of faculty, employees and part-time guest lecturers by posting salaries, other compensation and other benefits received
- Reconciles tax withheld on compensation and remittance to BIR of each faculty & employees
- Assists in the computation of Year-end Adjustment of Withholding Tax on Compensation
- Prepares payroll of part-time/guest lecturers and permanent/temporary faculty

- Prepares Disbursement Voucher for Funds 101, 163 & 164 (Check if the supporting documents are complete: If incomplete, return to the concern and if complete, prepare voucher)
- Prepare Certificate of Final Tax Withheld at Source & Certificate of Credible Tax Withheld Source (BIR Forms 2306 & 2307)
- Prepares journal entry for Disbursement Voucher
- Prepares Itinerary of Travel for Divers
- Prepares honorarium of different transactions other than those of faculty
- Monitors payment of utilities. Compiles billing invoices and testament of account of utilities
- Receives and logs incoming documents
- Manual encoding of Disbursement Voucher (payroll) to the Accounting System
- Monitors/follow-ups documents on hold due to lacking requirements (Extension campuses/ Different departments)
- Numbering/Stamping manually DV number received from payroll personnel and other voucher prepared by a Cashier personnel
- Attends/answers to queries of stakeholders
- Perform other tasks as may be assigned by the immediate supervisor.

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3. One (1) Administrative Aide VI – SG 6

(Under Job Order Status; To be assigned at the Vice Chancellor for Development and External Affairs Office, BatStateU - Lipa)

Education: Any business related course

Experience: At least 1 year of relevant experience

Expertise: Management, Accounting, Planning, Writing Reports, IT, Clerical Works

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Assist the RGO Head in planning and supervising daily operations of the office
- Prepare, review and evaluate project proposals
- Prepare quarterly and annual financial statements
- Evaluation and analysis of merchandise price
- Monitor the status / progress of the office objectives and targets
- Prepare necessary documents/ reports needed by the office such as project proposal, request for budget allocation, cash advance, liquidation, payments
- Prepare the data needed for Strategic, Operational Plan and ISO related work of the Office
- Preparing and monitoring of budget
- Perform other tasks as may be assigned by the immediate supervisor.

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4. One (1) Administrative Aide VI – SG 6

(Under Job Order Status; To be assigned at the Vice Chancellor for Development and External Affairs Office, BatStateU - Lipa)

Education: Any business / communication related course

Experience: At least 1 year of relevant experience

Expertise: Management, Accounting, Planning, Writing Reports, IT, Clerical Works

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Prepare all documentary requirements for the extension of student visa, conversion to student visa, special study permit, and ACR – Card application of foreign student
- Assist the current and incoming foreign students in their needs / inquiries and monitor their performances
- Accommodates inquiries of students (local/foreign), alumni, visitors, faculty, clientele
- Prepares/manages correspondence, reports, documents, PPMP, monthly status of the office
- Sends communications, scan documents, and researches necessary data for the preparation of different reports in the office
- Receives notices, letters, memoranda, and other documents from other offices
- Arranges reservation of vehicles for official business of the immediate supervisor
- Organizes, coordinates and calendar all meetings, appointments, seminars, trainings and travels of the immediate supervisor,
- Receives and directs phone calls to designated persons
- Update database/tracker of received documents
- Perform other related functions assigned by the supervisor

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5. One (1) Administrative Assistant II – SG 8

(Under Job Order Status; To be assigned at the Vice Chancellor for Development and External Affairs Office, BatStateU - Lipa)

Education: Any business related course

Experience: At least 1 year of relevant experience

Expertise: Management, Accounting, Planning, Writing Reports, IT, Clerical Works

Salary Grade 8 – (119.35/hour)

Duties and Responsibilities:

- Assist the VCDEA in planning and supervising daily operations of the office
- Prepares/manages correspondence, reports, documents, PPMP, monthly status of the office
- Plan, communicate, recommend and implement potential strategies to develop and improve existing procedures and processes in the IGP daily operations under the overall supervision of the Head and Vice Chancellor
- Sends communications, scan documents, and researches necessary data for the preparation of different reports in the office
- Receives notices, letters, memoranda, and other documents from other offices
- Arranges reservation of vehicles for official business of the immediate supervisor
- Organizes, coordinates and calendar all meetings, appointments, seminars, trainings and travels of the immediate supervisor,
- Receives and directs phone calls to designated persons
- Update database/tracker of received documents
- Perform other tasks as may be assigned by the immediate supervisor.

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6. One (1) Administrative Aide VI – SG 6

(Under Job Order Status; To be assigned at the Planning and Development Office, BatStateU - Lipa)

Education: BS Management/Communication, or any 4-year relevant course

Experience: At least 1 year of relevant experience in quality management

Expertise: Management, Planning, Writing Reports, IT and Clerical Works

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Respond and provide support via phone call/email and direct contact, if necessary
- Regularly update university, faculty, non-teaching employee and administrators' profile in the SUC Normative Funding Forms
- Keep records and compilations of faculty, non-teaching employee and administrators' profile documents in education, research, extension services, workshops and trainings, both in hard and soft copy
- Monitor compliance to targets and performance of delivery units (OPCR) and individual employees (IPCR)
- Submit forms and reports required by the Budget Office and the Commission on Higher Education (CHED)
- Perform other tasks as may be assigned by the immediate supervisor.

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7. One (1) Maintenance – SG 6

(Under Job Order Status; To be assigned at the General Services Office, BatStateU - Lipa)

Education: Highschool Graduate

Experience: At least 1 year of relevant experience

Expertise: Repair and maintain the electronics as needed; Perform the preventive maintenance of all appliances

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Install and assemble of electronic systems based on technical specifications.
- Read drawings, technical manuals and instructions for perform system installation activities.
- Make cable and wiring connections on sound system accurately.
- Performs preventive maintenance on sound system, flat screen television, radio, lights and sounds and other electronics works.
- Perform regular inspections on sound system to identify defects and replacements.
- Perform system testing to evaluate performance and functionality.
- Maintain inventory control of electronic components and tools.
- Maintain documentations of system installation and maintenance procedures.
- Recommend upgrades and modifications to improve system performance.
- Mentor and guide other Technicians when required.
- Report completed and on-going tasks to Supervisor on daily basis.
- Assist co-workers in their job or work assignment if needed to meet the target.
- Assist electrician on other electrical works
- Assist co-workers in their job or work assignment if needed to meet the target
- Perform other duties as may be assigned by the immediate supervisor

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