



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 Office of Cashiering, Alangilan)

Education: Computer / Business Course

Experience: Any relevant experience

Expertise: Clerical / Cashiering

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Prepares ALPHA-List of payees (Employees 1604CF and Suppliers/Contractors 1601E & 1604E) for quarterly report and year-end report.
- Encodes and balances Income taxes withheld from BSU Personnel and Taxes withheld from different suppliers and contractors
- Payment of BIR Taxes due of the University using the EFPS (Electronic Filing and Payment System).
- Prepares Checks and Advices to Debit Account Disbursement Record for Special Trust Fund and Income Generating Project – Alangilan, Lobo, Balayan and Mabini Campus.
- Prepares Bank Reconciliation Statement for Special Trust Fund and Income Generating Project – Alangilan, Lobo, Balayan and Mabini Campus.
- Perform other tasks assigned by the Immediate supervisor

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo**, thru **Engr. Suzette M. Mercado Head of HRMO**, together with your updated resume, transcript of records and other credentials at hrmo.alangilan@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide VI**. Submission of application is only from **January 25, 2021 to February 3, 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 1804.