



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 Research and Development Office, BatStateU Central)

Education: BS Accounting Management

Experience: Preferably 6 months

Expertise: Preparation of financial related documents such as PR and PPMP. Identifying, posting, recording and reconciliation of financial transactions. Monitoring of budget utilization. Scanning and compilation of all PR, Alobs, and Vouchers for all purchases per project. With good communication skills.

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Provide assistance to project leaders in the preparation of financial related documents such as PR and PPMP.
- Coordinate with university administration and finance offices (budget, accounting, finance, BAC, procurement and property office) in monitoring the request of the office and on-going projects.
- Assist Assistant Directors in monitoring of budget utilization per project.
- Scan and compile all PR, Alobs and Vouchers for all purchases per project.
- Assist in the office in coordinating with project leaders/ teams regarding the status of their purchase request.

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 batstateurecruitment@gmail.com with the subject **ATTN: Application for Administrative Aide VI**. 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.