



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

(Under Job Order Status; To be assigned at the Budget Office, BatStateU – Pablo Borbon)

Education: Degree on any business related program

Experience: At least 2 year work experience

Expertise: Computer, Communication, Office Management

Salary Grade 6: (105.85/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 and Balances (FAR 1) – MDS Fund
 - Quarterly Summary of Appropriation, Allotments, Obligations, Disbursements and Balances (FAR 1) – MDS Fund
 - Summary of unpaid obligation under MDS Fund (Due and Demandable and 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 and 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 and Obligations) of ORs under MDS Fund
 - Maintain signed copies of ORs for MDS Fund (separately the paid and unpaid ORs)
- 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 and 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 offices
- Assist in the preparation of Registry and Appropriation and Allotments (RAPAL) under MDS funds as required by COA
- Assist in the preparation of Registry of Allotment, Obligations and Disbursements Personal Services (RAODPS) under MDS Fund as required by COA
- Assist in the preparation of Registry of Allotment, Obligations and Disbursements Maintenance & other operating expenses (RAODMOOE) under MDS Fund as required by COA
- Sorting, Filing and recording & photocopying of documents, letters, request for office files and reference
- Perform additional duties as required by immediated supervisor and by the higher authorities.

Qualified applicants may send their application letter addressed to the Chancellor
Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda, thru **Dr. Gina D. Bonifacio,**
Head of HRMO, together with your updated resume, transcript of records and other credentials at
recruitment.pb@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide**
VI. Submission of application is only from February 3, 2021 – February 12, 2021.

The above position is for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.