



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 Budget Office - BatStateU, Alangilan)

Education: Graduate of Accounting or any Business related course.

Experience: At least one (1) year relevant experience

Expertise: Accounting/Bookkeeping/Computer Skills

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);
 - Statement of Approved Budget, Utilizations, Disbursements and Balances – FAR 2 (STF Fund);
 - Summary of Approved Budget, Utilizations, Disbursements and Balances By Object of Expenditures – FAR 2A (STF Fund);
 - Summary of Unpaid obligation under STF Fund (Due and Demandable & Not yet Due & Demandable);
 - Other Forms required by Central Office;
 - Record all disbursement made with checks and Advice to Debit Account (ADA) under Special Trust Fund (STF) both on soft copy & hard copy of signed Obligation Request and Status (ORS);
 - Reconcile remittances of GSIS, Pag-ibig, Philhealth and BIR Remittances (contractual faculty and supplier) if discrepancies were found;
 - Records all return of Cash Advances both on soft copy and hard copy of signed ORS under STF Fund;
 - Locate the missing paid vouchers needed to be recorded for the quarterly reports under STF Fund;
 - Maintain records of Part C (Status of Obligations) of ORS under STF Fund;
 - Prepare the summary report of obligation and disbursement, unpaid obligations.
- Assist in the preparation of the following budget/reports for submission to the BatStateU Central Office as follows:
 - Program of Receipts and Expenditures (PRF);
 - Assist in the preparation of 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 office.
- Statement of Allotment, Obligations and Balances (STF)
- Record minutes of the meeting
- Prepare charts, graphs and related materials for reports and presentations as need arises;

- Others documents needed by higher authorities and central offices
- Assist in the preparation of Registry of Approved Budget, Utilizations & Disbursements Personnel Services (RABUDPS) under STF Fund as required by COA;
- Assist in the preparation of Registry of Approved Budget, Utilizations & Disbursements Maintenance & Other Operating Expenses (RABUMOOE) under STF Fund as required by COA;
- Assist in the preparation of Registry of Approved Budget, Utilizations & Disbursement Capital Outlay (RABUDCO) under STF Fund as required by COA.
- Sorting, filing, recording & photocopying of documents, letters, request for office files and references;
- Perform additional duties as required by immediate supervisor and by the higher authorities;

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.alagilan@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide VI**. Submission of application is only from **March 1, 2021 to March 15, 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.