



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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**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 the Director for  
Financial Services, BatStateU - Central)**

**Education:** Preferably Accounting Management / Financial Management

**Experience:** At least one experience in accounting works

**Expertise:** Accounting works

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

- Receive documents such as Obligation Request, Disbursement Voucher, Request Letters, Notice of Payment of Honorarium, Purchase Order, Cash Reports and other report of the departments and offices for signature by the Director for Financial Services.
- Review and check the completeness of supporting documents of Obligation Request, Disbursement Voucher, Purchase Request, Notice of Payment of Honorarium and other report of the departments and offices.
- Review quantity/unit responsible dealer and cost based and on the Abstract of Canvass and check the completeness of supporting documents of Purchase Order.
- Monitor and compile signed copies of Obligation of Request Status of all funds.
- Monitor and maintain all logbook, database and document tracking system.
- Answering phone call queries/email (incoming and outgoing) messages.
- Organize files and documents for easy retrieval in preparing various reports required by the office.
- Photocopy and compile in the designated folders all the documents for further review and references.
- Forward all signed documents by the Director of Finance to other offices/departments/colleges.
- Encode, recheck/review all signed documents by the Director of Finance to other offices/departments.
- Monitor the use of consumption of offices supplies and prepare the requisition form whenever necessary.
- Communicate to other offices and extension campuses regarding their requests and submission of other reports needed in the office.
- Prepare other documents/paper works needed and as instructed by the Director.
- Perform other tasks as maybe assigned by the immediate supervisor.

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 **recruitment.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Aide VI at Financial Services**. Submission of application is only from **April 26, 2021 – May 05, 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.