



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 Assistant II - SG 8
(Under Job Order Status; To be assigned at the Budget Office, BatStateU - Central)**

Education: Preferably Accounting Management / Financial Management

Experience: 2 years in Budgeting and Bookkeeping

Expertise: Budget preparation and analysis

Salary Grade 8 – (119.35/hour)

Duties and Responsibilities:

1. Prepares Quarterly Statement, Allotment, Obligation and Balances (SAOB) under Special Trust Fund (STF).
2. Review/analyze/evaluate operating budgets periodically to analyze trends affecting budget needs of the University under STF and prepare reports for recommendation to higher authorities
3. Assist in the preparation of reports required with deadlines by DBM, COA, NEDA, CHED and other government agencies.
4. Assist in the preparation of Program of Receipts and Expenditures (PRE), Supplemental Budget and other budgetary reports as need arises
5. Prepares and monitors the Sub-Allotment Release Order (SUB-ARO) per Campus for STF.
6. Prepare the monitoring ledger on the Allotment, Obligations and Balances of all the Fiduciary – Miscellaneous Fees present which is to be used in the Cash Analysis.
7. Monitors, review and analyze the Cash, Appropriations, Allotment, Obligations and Balances of STF and the submitted request/s for funding of Constituents Campuses.
8. Prepare charts, graphs and related materials for reports and presentations as need arises.
9. Consult with unit heads/Constituent Campuses to ensure adjustments are made in accordance with program changes in order to facilitate long-term planning.
10. Coordinate with the immediate supervisor the concerns of the constituent campuses regarding STF Fund that should be acted upon by the office.
11. Prepare/consolidate the following reports/budget for submission to regulatory agencies and encode it in the Unified Reporting System of DBM:
 - a. Statement of Approved Budget, Utilizations, Disbursements and Balances – FAR 2 (Internally Generated Income) – (Central Office, Main I, Main II, Lipa, Malvar & Nasugbu) (DBM / COA);
 - b. Summary of Approved Budget, Utilizations, Disbursements and Balances By Object of Expenditures – FAR 2A (Internally Generated Income) – (Central Office, Main I, Main II, Lipa, Malvar & Nasugbu) - (DBM / COA);
 - c. Summary of Unpaid obligation under STF Fund (Due and Demandable & Not yet Due & Demandable) FAR No. 3 (DBM/COA);
 - d. Other Forms required by DBM.
12. Prepare the following for the accomplishment of FAR 2 and FAR 2A (Central Office) as follows:
 - a. 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);

- b. Record all return of Cash Advances both on soft copy & hard copy of signed ORS under STF Fund;
 - c. Locate the missing paid vouchers needed to be recorded for the quarterly report under STF Fund;
 - d. Maintain records of Part C (Status of Obligation) of ORS under STF Fund;
 - e. Prepare summary report of obligation and disbursement, unpaid obligations;
 - f. Prepare and identify Due & Demandable and Not Yet Due & Demandable of unpaid obligation for the end of each quarter for STF Fund;
 - g. Prepare FAR 2 and FAR 2A Quarterly reports for BatStateU Proper under STF Fund;
13. Assist in the preparation/consolidation of the following budget / reports for submission to the regulatory agencies / board members as follows:
- a. Program of Receipts and Expenditures (BOR)
 - b. Supplemental Budget – (BOR)
 - c. Budget Proposal including all forms related to budget – MDS Fund
 - d. Budgetary Requirements (Budget Forms) (Senate, Congress, CHTE)
 - e. Investment Program
14. Monitor the uploading of Budget & Financial Information required to be posted in the University website (Transparency Seal) which is one of the requirement in the Performance Based Bonus;
15. Record minutes of the meeting;
16. Prepare charts, graphs and related materials for reports and presentations as need arises;
17. Participate in the preparation/consolidation of the budget/financial reports required by the higher authorities & other offices such as the following:
- a. Annual Report of Budget Office
 - b. Operational Risk Management Plan
 - c. Risk Management Plan
 - d. Office Performance Commitment and Review (OPCR)
 - e. Risk/Opportunities Re-Assessment
 - f. Risk/Opportunities Monitoring Log
 - g. ISA-SED / ISO Documentation
 - h. Cash Analysis / Budget Analysis
 - i. Quarterly Budget (All Funds)
 - j. Statement of Allotment, Obligations and Balances – (Consolidated)
18. Others documents needed by higher authorities and other offices.
19. Perform additional duties as required by immediate supervisor and other offices as need arises.

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 Assistant II at Budget**. 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.