



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. Two (2) Administrative Aide VI – SG 6
(Under Job Order Status; To be assigned at the Cashiering Office, BatStateU - Central)**

Education: Graduate of Business or Computer course.

Experience: Any relevant experience.

Expertise: Clerical

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Incharge in the Incoming / Outgoing Vouchers & Checks.
- Receives and logs incoming / outgoing vouchers and checks.
- Logs checks prepared and forwards the same for signature of the authorized signatories.
- Releases checks to claimants.
- Prepare the following reports:
 - Checks and Advises to Debit Account Disbursement Record - Fund 163
 - Cash Position Report - Fund 163 (All CCs)
 - Bank Reconciliation Report - Fund 163 (All CCs)
- Prepares Philhealth remittances of BSU personnel
- Prepares certification of premiums and loans of BSU personnel
- Posts Philhealth remittances to individual ledgers
- Prepares the transmittal report of the paid disbursement vouchers and submits to the Accounting Office.
- Prepares Monthly Reports of Unreleased checks
- Writes down on Box E: Release of Payment of the disbursement Voucher, the check number, ADA number, LDDAP number, and the date the disbursement was made.
- Stamps “PAID” the paid disbursement vouchers and all the attachments therein.
- Detaches and files the Cashier’s copy of the paid disbursement vouchers, ORS and the duplicate copies of checks issued
- Answers phone calls.
- Performs other tasks assigned and as needed 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 Cashiering Office**. Submission of application is only from **May 03, 2021 to May 12, 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.