



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

**Education:** BS Accountancy/BS Accounting Management

**Experience:** At least two years experience

**Expertise:** Reconciliation and other accounting works.

**Salary Grade 8** – (119.35/hour)

**Duties and Responsibilities:**

- Reconcile all problematic accounts in subsidiary ledger, including all the sub-accounts of each subsidiary ledger which includes:
  - a. Accounts Receivable
  - b. Property, Plant and Equipment
  - c. Due to BIR
  - d. Due to GSIS
  - e. Due to Philhealth
  - f. Due to Pag-Ibig
  - g. Due to NGA's
- Preparation of PPE Ledger Card of all Property, Plant, and Equipment Accounts and Supplies Ledger Card.
- Preparation of Report of Actual Income, Projected Income and Comparative Report.

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 Accounting Office**. Submission of application is only from **May 07, 2021 – May 16, 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.