



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**

Batangas City  
Tel. Nos. (043) 980-0385 loc. 1804  
E-mail Address: recruitment.pb@g.batstate-u.edu.ph • Website Address: <http://www.batstate-u.edu.ph>

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**HUMAN RESOURCE MANAGEMENT OFFICE**  
**Pablo Borbon**

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:

**One (1) Administrative Aide III**

**(Under Job Order Status; To be assigned at the Cashiering, BatStateU – Pablo Borbon)**

**Education:** Graduate of Computer/Business Course

**Experience:** Any relevant experience

**Expertise:** Clerical

**Eligibility:** None required

**Salary Grade 3 – 88.77 / hour**

**Duties and Responsibilities:**

- In-charge in the incoming and outgoing documents.
- Receives and checks completeness of incoming vouchers for payments.
- Logs prepared checks and ADAs and forwards to the office of authorized signatories.
- Posts GSIS, PhilHealth, HDMF remittances to employees' individual ledger.
- Encodes and balances with the Accounting office the BIR remittances of employees – STF, IGP, GAA
- Prepares certificate of GSIS, PhilHealth, HDMF and BIR remittances upon requests.
- Assists in the printing of Abstract of Daily Collection.
- Sorts and bundles used official receipts.
- Checks and files all Abstract of Daily Collection.
- Assists in the collection of tuition and other fees (when the need arises).
- Performs other tasks needed/assigned by the supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Roldan Ragot, Head of HRMO**, together with your updated resume, transcript of records and other credentials (i.e., Certificate/s of Employment and Certificate/s of Seminars and Trainings) at [recruitment.pb@g.batstate-u.edu.ph](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: Administrative Aide III**. Submission of application is only from **June 18, 2021 – June 27, 2021**.

1. Fully accomplished Personal Data Sheet (with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Scanned copy of certificate of eligibility/rating/license;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials.
  - Certificate of Seminar/Trainings attended; and
  - Certificate of Employment (if previously employed).

The above position is for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.