



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 Aide VI - SG 6
(Under Job Order Status; To be assigned at Budget Office, BatStateU – Central)**

Education: Preferably Accounting Management / Financial Management

Experience: 1 year in budgeting and bookkeeping

Expertise: Budgeting/Accounting works

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Prepare Obligation Request & Status (ORS) for all funds;
- Encode all ORS for monitoring and FAR's preparation;
- Maintain unsigned copy of ORS for all funds;
- Prepare the monitoring ledger with reconciliation on the Allotment, Obligations and Balances of all the Fiduciary – Miscellaneous Fees prior years;
- Monitor all incoming documents for preparations of ORS;
- Sorting, filing, recording & photocopying of documents, letters, request for office files and reference;
- Assist in the preparation of Registry of Approved budget, Utilizations & Disbursements Personnel Services (RABUDPS) under STF Fund as required by COA.
- Assist in the preparation of Registry of Approved Budget, Utilizations & Disbursement Capital Outlay (RABUDCO) under STF Funds as required by COA;
- Assist in the 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
 - f. Other documents needed by the regulatory agencies.
- 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 Aide VI at Budget**. Submission of application is only from **June 29, 2021 to July 08, 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.