



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY-LIPA**

Marawoy, Lipa City  
Tel. Nos.: (043) 980-0385 loc.3112

Email Address: [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) • Website Address: <http://www.batstate-u.edu.ph>

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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 Aide VI - SG 6

(Under Job-Order Status: To be assigned at the Budget and Accounting Office, BatStateU-Lipa)

**Education:** Bachelor's degree in Accounting Management or any related course.

**Experience:** Preferably one (1) year experience as accounting/budget staff.

**Expertise:** Accounting Management or any Accounting related course.

**Salary Grade:** SG 6 (110.45/hr)

#### Duties and Responsibilities:

- Assist in the preparation of the following reports/budget for submission to BatStateU Central Office for DBM Regional Office No. IV and COA Government Accountancy Sector (GAS);
  - Statement of Approved Budget, Utilizations, Disbursements and Balances – FAR 2 (STF Fund);
  - Summary of Approved Budget, Utilizations, Disbursements and Balances By Object of Expenditures – FAR 2A (STF Fund);
  - Summary of Unpaid obligation under STF Fund (Due and Demandable & Not yet Due & Demandable);
  - Other Forms required by central office;
  - 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);
  - Reconcile remittances of GSIS, Pag-ibig, Philhealth and BIR Remittances (contractual faculty and supplier) if discrepancies were found;
  - Record all return of Cash Advances both on soft copy & hard copy of signed ORS under STF Fund;
  - Locate the missing paid vouchers needed to be recorded for the quarterly report under STF Fund;
  - Maintain records of Part C (Status of Obligation) of ORS under STF Fund;
  - Prepare summary report of obligation and disbursement, unpaid obligations.
- Assist in the preparation of the following budget / reports for submission to the BatStateU Central Office as follows:
  - Program of Receipts and Expenditures (PRE);
  - Assist in the preparation of the budget/financial reports required by the higher authorities & central offices such as the following:
    - Annual Report of Budget Office;
    - Individual Performance Commitment and Review (IPCR);
    - Other documents needed by the management and central office.
- Statement of Allotment, Obligations and Balances (STF)
- Record minutes of the meeting;
- Prepare charts, graphs and related materials for reports and presentations as need arises;
- Others documents needed by higher authorities and central offices
- Assist in the preparation of Registry of Approved Budget, Utilizations & Disbursements Personnel Services (RABUDPS) under STF Fund as required by COA.



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### **HUMAN RESOURCE MANAGEMENT OFFICE**

- Assist in the preparation of Registry of Approved Budget, Utilizations & Disbursements Maintenance & Other Operating Expenses (RABUDMOOE) under STF Fund as required by COA;
- Assist in the preparation of Registry of Approved Budget, Utilizations & Disbursement Capital Outlay (RABUDCO) under STF Fund as required by COA;
- Sorting, filing, recording & photocopying of documents, letters, request for office files and reference;
- Perform additional duties as required by immediate supervisor and by the higher authorities;

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva, thru Ms. Ester M. Iglopas, Head of HRMO** at [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **RE: Application for Administrative Aide VI– Budget and Accounting Office (Lipa Campus)**. Submission of application is from **July 28, 2021 to August 6, 2021** with the following documents:

1. Updated resume
2. Scanned copy of Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Scanned copy of Transcript of Records;
4. Scanned copy of Diploma; and
5. Scanned copy of other credentials:
  - *Certificate of Employment if previously employed; and*
  - *Relevant certificate of Trainings/Seminars attended within the last five (5) years (if any).*

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call (043) 980-0385 local 3112.

*\*Please be noted that incomplete documents will not be processed/entertained\**