



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY ALANGILAN**  
Alangilan, 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. Two (2) ADMINISTRATIVE AIDE VI – SG 6**

**(Under Job Order Status; To be assigned at Accounting Office, BATSTATEU-Alangilan)**

**Education:** Degree holder of Bachelor of Science in Accountancy or any related course.

**Experience:** At least (1) year of relevant experience

**Expertise:** Payroll and Accounting Works

**Salary Grade 6 – (110.45/hour)**

**Duties and Responsibilities:**

- Maintenance of individual subsidiary ledger of the personnel salaries of the permanent & temporary faculty employees;
- Posting of employee contribution premiums, monthly tax withheld and payments of other payables (if any) to individual subsidiary ledgers;
- Maintains of individual subsidiary ledger of the other professional fees of the guest lecturers and of salaries for job order employees and casual employees;
- Computation and preparation of honorarium of permanent and temporary faculty members;
- Preparation of bi-monthly pay slip for guest lecturers, job order employees and casual employees;
- Preparation of bi-monthly pay slip for uploading of permanent and temporary faculty members to employee's portal;
- Assisting in checking payrolls and payroll registers prepared by payroll clerk;
- Assisting in checking the correctness and completeness of documents attached to disbursement vouchers and completeness of documents and availability of funds up to a certain amount as authorized.
- Perform other tasks/reports being assigned by the immediate supervisor.

### **Duties and Responsibilities:**

- Computation and analysis of salaries of guest lecturers based on their hours rendered (with adjustment of absences, tardiness, etc., if any) issued in the HRMO report.
- Preparation of payroll abstract for salaries of guest lecturers;
- Preparation of payroll register of salaries, other compensation and other benefits of guest lecturers through the Financial Data Entry System (FINDES) for submission to Land Bank;
- Computation and reconciliation of withholding tax on compensation of guest lecturers and report on remittance to BIR;
- Computation of year-end adjustment of withholding tax on compensation;
- Computation and preparation of honorarium of guest lecturers;
- Management and monitoring of the documents incoming and forwarded to the concerned offices;
- Performance of other tasks/reports being assigned by immediate supervisor.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than, July 22, 2021.**

1. Fully accomplished Personal Data Sheet (PDS) 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. Scanned copy of Transcript of Records;
3. Scanned copy of other credentials.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO**, together with your updated resume, transcript of records and other credentials at **[recruitmentand\\_hiring.alangilan@g.batstate-u.edu.ph](mailto:recruitmentand_hiring.alangilan@g.batstate-u.edu.ph) with the Subject - **ATTN: Application as Admin Aide VI - Accounting. Submission of application is only from July 13, 2021 to July 22, 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 2105.