



Republic of the Philippines

BATANGAS STATE UNIVERSITY

Batangas City

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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:

1. One (1) Administrative Aide VI – SG 6

(Under Job Order Status; to be assigned at the Accounting Office - BatStateU - Pablo Borbon)

Education: Bachelor of Science in Accountancy or Accounting Management

Experience: At least 1 year

Expertise: (1) Knowledgeable in the following: Payroll, Remittances, Report of Collections and Deposits and Actual Income. (2) Accounting of Property, Plant and Equipment (PPE) including Ledger Card Maintenance. (3) Updated knowledge in current/popular Computer Applications. (4) Good in oral and written

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Daily posting of amount from the Daily Abstract of Collections and Deposits to Report of Collections and Deposit for Funds 101, 163, and 164.
- Prepares Monthly report of Collections and Deposit for Funds 101, 163, and 164.
- Prepares Monthly and accumulated report of Actual income for Funds 163, and 164.
- Prepares Comparative Actual Income vs. Projected Income (monthly and accumulated) for Funds 163 and 164.
- Maintains and updates Ledger cards and prepare Lapsing schedule for Property, Plant and Equipment accounts.
- Compiles Capital Outlay Disbursements and Infrastructure project payments including attachments.
- Prepares payroll for salaries, honorarium, other compensation, and other benefits of Contractual Faculties based on report of HR Department.
- Prepares honorarium of permanent/temporary Faculty.
- Prepares Payroll Register of salaries, honorarium other compensation and other benefits by inputting in the Financial Data Entry System (FINDES) for submission to Land Bank.
- Prepares remittances of Pag - Ibig Loans and Contribution and BatStateU Coop Loans of Contractual Faculties based on the deduction made from payroll.
- Prepares claim of payment of Death Aide deducted from payroll.
- Maintains individual ledger of Contractual Faculties by posting salaries, honorarium, other compensations and other benefits received, taxes withheld, etc.
- Prepares bi-monthly pay slips of Contractual Faculties for uploading in the employee's portal.
- Prepares monitoring report of seminars and trainings attended by faculties and employees for a year.
- Performs other tasks as may be assigned by the immediate superior.

2. One (1) Administrative Assistant III – SG 9

(Under Job Order Status; to be assigned at the Accounting Office -
BatStateU - Pablo Borbon)

Education: Bachelor of Science in Accountancy

Experience: At least 1 year

Expertise: (1) Bookkeeping related (2) Updated knowledge in current/popular Computer Applications (3) Familiar with Government Accounting (4) Good in oral and written

Salary Grade 9 – (133.31/hour)

Duties and Responsibilities:

- Prepares Journal Entry Vouchers (JEVs) for General Journals for all funds (101, 163 and 164).
- Post Journal Entries from Check Disbursement Journal, Check Disbursement Journal – Liquidation of Cash Advance, Cash Disbursement Journal, Cash receipts Journal, and General Journal to Subsidiary Ledger up to General Ledger for funds (101, 163 and 164).
- Prepares monthly Trial Balance per fund and Consolidated Trial Balance for all Funds (Fund 101, 163 and 164).
- Prepares monthly schedule of Balance Sheet accounts except PPE accounts (Fund 101, 163 and 164).
- Prepares Disbursement Voucher (DV) for infrastructure projects.
- Prepares Summary of Payments of each infrastructure projects and monitor all the payments made.
- Posts all payments made to contractors in the record book.
- Prepares individual Subsidiary Ledger (SL) of Contractors.
- Prepares remittance of tax withheld on compensation including reconciliation (Fund 164).
- Performs other tasks as may be assigned by the immediate superior.

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 with the subject **ATTN: Accounting Administrative Aide VI / Accounting Administrative Assistant III**. Submission of application is only from **July 27, 2021 – August 5, 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;
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.