



Republic of the Philippines
BATANGAS STATE UNIVERSITY-LIPA

Marawoy, Lipa 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. One (1) Administrative Aide VI - SG 6

(Under Job-Order Status: To be assigned at the Resource Generation Office, BatStateU-Lipa)

Education: Graduate of Bachelor's Degree in Accountancy, Accounting Management, or any business related courses.
Experience: Preferably with at least 1 year experience in sales.
Expertise: Knowledgeable in financial reporting, inventory management
Salary Grade: SG 6 (110.45/hr)

Duties and Responsibilities:

- Assists the RGO Head in planning and supervising daily operations of the office.
- Monitors the status/progress of the office objectives and targets.
- Prepares interim financial statements and periodic reports required by higher authorities.
- Performs evaluation and analysis of merchandise price.
- Prepares documents/reports such as project proposals, requests for budget allocation, and request for payment.
- Prepares and monitors the utilization of requested budget.
- Receives and inspects all incoming deliveries and reconciles with purchase orders.
- Maintains proper records of inventory and ensures safekeeping both as to quality and quantity.
- Prepares the data needed for Strategic, Operational Plan and ISO-related work of the office.
- Performs other duties that may be assigned by the immediate supervisor.

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 with the subject **RE: Application for Administrative Aide VI- Resource Generation Office (Lipa Campus)**. Submission of application is from **August 6, 2021 to August 15, 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;
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