



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

Tel. Nos. (043) 980-0385 loc. 1804

E-mail Address: recruitment.pb@g.batstate-u.edu.ph • Website Address: <http://www.batstate-u.edu.ph>

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:

One (1) Administrative Aide VI

(Under Job Order Status; To be assigned at the Budget Office, BatStateU – Pablo Borbon)

Education: Graduate of any four (4) year course related in business preferable Accounting Management or Financial Management

Experience: At least one (1) year administrative support experience in finance department

Expertise: Advanced Computer Skills; Communication skills; Time-management skills; Ability to work under pressure

Eligibility: None Required

Salary Grade 6 – 110.45 / hour

Duties and Responsibilities:

- Assist in the preparation of the following budget/reports for submission to Central Office as follows:
 - Program of Receipts and Expenditures (PRE);
 - Supplemental Budget (SB);
 - Budget Proposal including all forms related to budget – MDS Fund;
 - Budgetary Requirements (Budget Forms) (Senate, Congress, CHTE);
 - Annual Report of Budget Office;
 - Individual Performance Commitment and Review (IPCR);
 - Other documents needed by the management and central office.
- Assist in preparing budget/financial reports required by the higher authorities & other offices such as the following:
 - Quality Objectives;
 - Operational Plan;
 - Operational Risk Management Plan;
 - Operational Plan Matrix;
 - Risk Management Plan;
 - Monitoring Tools;
 - Risk/Opportunities Re-Assessment;
 - Risk/Opportunities Monitoring Log;
 - Risk Assessment of the Budget Office;
 - Others documents needed by higher authorities and other offices.
- Prepares Financial Plan under STF.
- Monitor, follow up and update the Unpaid Balances of Obligation incurred both MDS & STF.
- Summary of Unpaid obligation under MDS Fund (Due and Demandable & Not yet Due & Demandable) FAR No. 3.
- Coordinate with the immediate supervisor concerns regarding fund that should be acted upon by the office.
- Monitor ledger on the Allotment, Obligations and Balances of all the Fiduciary – Miscellaneous Fees prior years.
- Perform additional duties as required by immediate supervisor and by the higher authorities.



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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: Administrative Aide VI (Budget Office)**. Submission of application is only from **August 26, 2021 – September 4, 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.