



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas

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 position:

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

(Under Job Order Status; To be assigned at the Accounting Office - BatStateU JPLPC – Malvar)

Education: Graduate of BS Accountancy / Accounting Management / Management Accounting

Experience: One (1) year experience handling income taxation

Expertise: Has good communication skills; detail oriented; has proper time management skills; able to meet deadlines; and can work efficiently under pressure

Salary Grade 8 (110.45 per hour)

Duties and responsibilities:

- Preparation of payslip for permanent, temporary, casual, part-time lecturers, job order, and overload faculty;
- In-charge with the monthly e-filing and e-payment to BIR (1601C, 0916E, 1600, 1601EQ);
- In charge with annual filing of 1604CF and 1604E;
- Computation of withholding taxes of employees and in-charge with consolidation of withholding taxes annually;
- Preparation of Cash and Check Disbursement Journal monthly;
- Updating of Subsidiary Ledger of Cash in Bank, Collecting Officer, and other accounts;
- Computation of depreciation of all property, plant, and equipment monthly;
- Updating of property ledger card;
- Assist in the preparation of Alphalist;
- Monitoring of student account balances and making of demand letters on past-due accounts; and
- Perform other related tasks assigned by the immediate supervisor

Interested and qualified applicants may send the following documents with the email subject **ATTN: Application for Administrative Aide VI – Accounting Office** at recruitment.malvar@g.batstate-u.edu.ph:

1. Application letter with applicant's signature addressed to:

Dr. PHILIP Y. DEL ROSARIO

Chancellor

Batangas State University JPLPC – Malvar

Thru: **FLORINA P. SANTIAGO, MSc, RPm**

Head, HRMO

Batangas State University JPLPC - Malvar

2. Updated resume/ curriculum vitae with applicant's signature;
3. Diploma and Transcript of Records;
4. Other pertinent documents such as Trainings & Seminars, Certificate of Employment, PRC Rating, License etc. (if applicable)

Note: All application documents should be combined into one PDF file only. Application with incomplete documents shall not be entertained.

Submission of application is from September 17, 2021 – September 26, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may reach us at: recruitment.malvar@g.batstate-u.edu.ph.

Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.