



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 Permanent Status: To be assigned at the Cashiering Office, BatStateU-Lipa)

<b>Education:</b>	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course.
<b>Experience:</b>	1 year relevant experience
<b>Training:</b>	4 hours relevant training
<b>Eligibility:</b>	Career Service (Sub-professional) or First Level Eligibility
<b>Plantilla Item No.:</b>	BTSUB-ADA6-2-2012
<b>Salary Grade:</b>	SG-6

#### Duties and Responsibilities:

- Takes charge of the safekeeping of all money, checks and official receipts;
- Receives and deposits collection of tuition and other fees;
- Maintains a complete record of collection and deposits, and Cash and Checks Disbursements;
- Prepares the following:
  - ✓ Cash Receipts Records;
  - ✓ Cash Disbursements Records;
  - ✓ Petty Cash Disbursements Records;
  - ✓ Checks;
  - ✓ Deposit Slips;
  - ✓ ADA/ACIC;
  - ✓ Reports for Accountability for Accountable Forms;
  - ✓ Cash Position Reports;
  - ✓ Checks and Advices to Debit Account Disbursements Records; and
  - ✓ Remittances to GSIS, PhilHealth and HDMF
- Prepares and signs the following:
  - ✓ Certification for Premiums and Loans on GSIS, Philhealth and HDMF;
  - ✓ Reports of Checks issued;
  - ✓ Bank Reconciliation
- Verifies and signs the following:
  - ✓ Abstract of Daily Collections
  - ✓ Report of Collection & Deposit
  - ✓ Request for Gasoline
  - ✓ Report of Advice to Debit Account Issued

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](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **RE: Application for Administrative Aide VI–Cashieiring Office (Lipa Campus)**. Submission of application is from **September 14, 2021 to September 23, 2021** with the following documents:

1. Scanned copy of Personal Data Sheet (CS Form No. 212, Revised 2017) and Work Experience Sheet (Attachment to CS Form No. 212) 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 Diploma; and
4. 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\**