



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 Procurement Office, BatStateU-Lipa)

Education: Graduate of Accounting Management
Experience: At least 1 year relevant experience.
Expertise: Knowledgeable in preparing payroll.
Salary Grade: SG 6 (110.45) per hour

Duties and Responsibilities:

- Prepares bi-monthly pay slip for uploading to employee's portal;
- Maintains individual ledger of faculty and employees by posting salaries, other compensation and other benefits received and tax withheld.
- Prepares payroll for salaries of casual and Job Order employees based on report of HR Department.
- Prepares for Laundry and Subsistence Allowance and Hazard Pay for Medical Personnel;
- Prepares payroll of Student Assistant Allowance;
- Prepares Payroll Register of salaries, other compensation, and other benefits by inputting in the Financial Data Entry System (FINDES) for submission to LandBank;
- Maintains individual ledger of faculty, employees, and part-time/guest lecturers by posting salaries, other compensation, and other benefits received;
- Prepares payroll of part-time/guest lecturers and permanent/temporary faculty;
- Prepares honorarium of different transactions other than those faculty;
- Receives and logs incoming documents;
- Attends/answers to queries of stakeholder;
- Prepares claims of payment of Death Aid and Dayaman deducted from payroll;
- Reconciles Tax Withheld on compensation and remittance to BIR of each faculty and employees;
- Assists in computation of Year-end Adjustment of Withholding Tax on compensation;
- Performs other tasks/reports being 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 - Accounting Office (Lipa Campus)**. Submission of application is from **October 25, 2021 to November 3, 2021** with the following documents:

1. Application Letter
2. Updated resume
3. Scanned copy of Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma; and
6. 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