



Republic of the Philippines
BATANGAS STATE UNIVERSITY ALANGILAN
Alangilan, Batangas City

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 ASSISTANT II**
(Under Job Order Status; To be assigned at Accounting Office
BatStateU Alangilan)
Education: BS Accountancy or Accounting Management
Experience: At least 1-year experience
Expertise: Computer and technical skills, Verbal and written
communication, Clerical skills
Eligibility: None required
Salary Grade 8- (124.44/hour)

Duties and Responsibilities:

- Preparation of Payroll for Permanent, Temporary Faculty, Employees, Casual and Job Order Employees based on report off HR Department.
- Preparation of Payroll Register of Salaries, other compensation and other benefits of permanent and temporary faculty, job order employees and casual employees by inputting in the Financial Data Entry System (FINDES0 for submission to Landbank.
- Preparation of Remittances for Pag-ibig Premiums, Death Aid, Damayan, UCPB Loan and ESL Loan.
- Preparation of Subsistence Allowance for Medical Personnel & Monthly RATA for designated officers.
- Posting Salaries and Wages, Premium and monthly tax withheld to Individual Ledgers.
- Computation for Year-end Adjustment of Withholding Tax.
- Computation for Absences & Tardiness of Tempo & Permanent Employees.
- Reconciliation of Individual Ledger from Tax withheld and remittance to BIR.
- Preparation of Monthly Remittance to BIR (Compensation Fund 101).
- Performs other tasks/ reports being assigned by the immediate supervisor.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than, November 4, 2021.**

1. Fully accomplished Personal Data Sheet (PDS) 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 Transcript of Records;
4. Scanned copy of Diploma;
5. Scanned copy of other credentials:
 - Certificate of Seminars/Training attended; and
 - Certificate of Employment (if previously employed)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO**, together with your updated resume, and other credentials at **recruitmentand hiring.alangilan@g.batstate-u.edu.ph with the Subject - ATTN: Application as Admin Assistant II - Accounting. Submission of application is only from October 26, 2021 to November 4, 2021.**

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 2105.