



Republic of the Philippines

## **BATANGAS STATE UNIVERSITY**

Batangas City

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### **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:

#### **1. One (1) Administrative Aide VI-SG6**

**(Under Job Order Status; to be assigned at the Cashier's Office, BatStateU –PabloBorbon)**

**Education:** Degree on any computer/business related course

**Experience:** Any relevant experience

**Expertise:** Computer, Communication, Clerical Skills

**Eligibility:** None required

**Salary Grade 6 – 110.45 / hour**

#### **Duties and Responsibilities:**

- Assist in the collection of tuition & other fees (when the need arises)
- Prepares cash and check deposit slips.
- Prepares and remits Philhealth Remittances for contractual.
- Encodes and balances with the Accounting Office the BIR remittances of employees- STF, IGP, GAA
- Prepares the following reports:
  - a. Abstract of Daily Collection (Face-to-Face Transactions)
  - b. Report of Collection and Deposit (Face-to-Face Transactions)
  - c. Cash Receipts Record (Face-to-Face Transactions)
  - d. Checks and Advices to Debit Account Disbursement Record (CkADARec) & Cash Position Report- (all funds- Rosario, San Juan & Lemery Campus)
  - e. Statement of Philhealth Remittances of Contractual.
- Sorts and bundles used official receipts.
- Performs other tasks needed/ assigned by the supervisors.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Exposito V. Acorda, thru Dr. Roldan Ragot, Head of HRMO**, with the subject **ATTN: Administrative Aide VI-SG6**.

Submission of application is only from **October 14, 2021- October 23, 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](http://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.