



Republic of the Philippines

BATANGAS STATE UNIVERSITY

Batangas City

Tel. Nos. (043) 980-0385 loc. 1804

E-mail Address: recruitment.pb@g.batstate-u.edu.ph • Website Address: <http://www.batstate-u.edu.ph>

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 Assistant II-SG8

(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 and technical skills, Verbal and written communication, Clerical Skills

Eligibility: None required

Salary Grade 8 – 124.44 / hour

Duties and Responsibilities:

- Assist in the collection of tuition & other fees (when the need arises)
- Encodes in the Enrolment system the EPP & Oncoll payments.
- Prepares and remits GSIS Remittances for Regular and Contractual employees.
- Prepares the following reports:
 - a. Abstract of Daily Collection (Online transactions thru Land Bank E- Payment Portal and Land Bank Oncoll Deposit)
 - b. Report of Collection and Deposit (Online transactions and Oncoll Deposit)
 - c. Cash Receipts Record (Online transactions and Oncoll Deposit)
 - d. Report of Accountability of Accountable Forms- ORs
 - e. Statement of GSIS Remittances of Regular and Contractual Employees.
- Prepares, coordinate & files documents related to ISO, OPCR, Operational Plan & other concerns needed by other offices.
- Monitoring of email and responds to requests, inquiries and other concerns relating to the offices.
- In charge of the filing of used official receipt.
- Performs other tasks needed/ assigned by the supervisors.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Roldan Ragot, Head of HRMO**, together with your updated resume, transcript of records and other credentials (i.e., Certificate/s of Employment and Certificate/s of Seminars and Trainings) at recruitment.pb@g.batstate-u.edu.ph with the subject **ATTN: Administrative Assistant II-SG8**.

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;
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.