



Republic of the Philippines
BATANGAS STATE UNIVERSITY
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 Aide VI - SG 6

(Under Job Order Status; To be assigned at the Budget Office, BatStateU - Central)

Education: Graduate of BS Accountancy / Accounting Management / Financial Management

Experience: At least one (1) year relevant experience

Competencies: Budgeting and Accounting works with knowledge in MS Office

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Prepare Obligation Request & Status (ORS) for all funds
- Encode all ORS for monitoring and FAR's preparation
- Maintain unsigned copy of ORS for all funds
- Prepare the monitoring ledger on the Allotment, Obligations and Balances of all the Fiduciary – Miscellaneous Fees prior years
- Monitor all incoming documents for preparations of ORS
- Monitors all logbook, database and document tracking system
- Assist in the consolidation of the following budget / reports for submission to the regulatory agencies / board members as follow:
 - a. Program Receipts and Expenditures (BOR)
 - b. Supplemental Budget (BOR)
 - c. Budget Proposal including all forms related to budget – MDS Fund
 - d. Budgetary Requirement (Budget Forms) (Senate, Congress, CHTE)
 - e. Investment Program
 - f. Other documents needed by the regulatory agencies
- Sorting, filing, recording & photocopying of documents, letters, request, for office files and reference
- Perform other task as maybe assigned by the immediate supervisor
- Assist in the preparation of Registry of Approved Budget, Utilizations & Disbursements Personnel Service (RABUDPS) under STF Fund as required by COA
- Assist in the preparation of Registry of Approved Budget, Utilizations & Disbursements Maintenance & Other Operating Expenses (RABUDMOOE) under STF Fund as required by COA
- Assist in the preparation of Registry of Approved Budget, Utilizations & Disbursement Capital Outlay (RABUDCO) under STF Funds as required by COA
- Perform additional duties as required by immediate supervisor and other offices as need arises.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Dr. Irene H. Maralit, OIC Assistant Director of HRMO**, together with **updated resume, transcript of records, certificates of employment and trainings attended and other credentials** at **recruitment.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Aide VI at Budget**. Submission of application is only from **November 23, 2021 to December 02, 2021**.

NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY. FOR STRICT COMPLIANCE.

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 1104.