



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 Cashiering Office, BatStateU - Central)

Education: Computer / Business Course

Experience: Any relevant experience

Competencies: Clerical

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Prepares Checks and Advices Debit Account Disbursement Record – STF
- Prepares Cash Position Report – STF (All Constituent Campuses)
- Prepares Bank Reconciliation – STF (All Constituent Campuses)
- Prepares GSIS remittances of BSU personnel
- Prepares BIR-EFPS remittances of tax withheld from BSU personnel, suppliers and contractors – All Funds
- Encodes and balances BIR remittance – All Funds
- Prepares year-end Alphabetical List of BSU personnel for submission to BIR – All Funds
- In charge in coordinating, encoding, editing, printing, and filing of documents related to ISO, OPCR, IPCR, and all other concerns with different offices.
- Prepares Performance Monitoring / Performance Monitoring Log
- Prepares the transmittal report of the paid disbursement vouchers and submits to the Accounting Office
- Prepares Monthly Reports of Unreleased checks
- Stamps “PAID” the paid disbursement vouchers and all the attachments therein
- Detaches and files the Cashier’s copy of the paid disbursement vouchers, ORS, and the duplicate copies of checks issued
- Answers phone calls
- Performs other tasks assigned by the immediate supervisor

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 Cashier**. Submission of application is only from **November 19, 2021 to November 28, 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.