



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

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**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 III**

**(Under Permanent Status; To be assigned at Accounting Office BatStateU Alangilan)**

**Education:** Completion of two-year studies in college or High School Graduate with relevant Vocational Trade Course

**Training:** None Required

**Experience:** None Required

**Eligibility:** Career Service (Sub-professional) / First Level Eligibility

**Competency:** Financial Management Skills; Knowledge of Accounting and Auditing Rules and Regulations; Internal Control; Records and Data Management; Problem Solving and Decision Making; Interpersonal Skills; Communication Skills; Professional Integrity

**Plantilla No.:** BTSUB-ADA3-21-2004

**Salary Grade 3 – (13,572.00/month)**

**Duties and Responsibilities:**

- Prepares payroll for salaries, proportional vacation pay, other compensation and other benefits for Regular and Temporary Faculty & Employees
- Prepares Disbursement Vouchers of salaries, proportional vacation pay, other compensation and other benefits for Regular Faculty & Employees and remittances of loans to Pag-ibig (MPL) and BatStateU Cooperative
- Updates/monitors number of payment for various loans (Pag-ibig, Landbank, UCPB and GSIS Loans)
- Prepares/computes other benefits of BatStateU Personnel such as Maternity Leave Claim, Terminal Leave Benefit, Monetization, and etc.
- Prepares Payroll Register of salaries, other compensation and other benefits by inputting in the Financial Data Entry System (FINDES) for submission to Land Bank
- Prepares Loan Register for Land Bank Mobile Loan Saver deductions of Faculty & Employees
- Prepares bi-monthly pay slip for uploading to employees' portal
- Maintains individual ledger of Faculty & Employees by posting salaries, other compensation and other benefits received and tax withheld
- Computes Year-end Adjustment of Withholding Tax on Compensation

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, December 6, 2021.**

1. Application Letter
2. Updated Resume
3. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS FormNo. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of Eligibility/License/Ratings (if any); and
7. Scanned copy of other credentials:
  - Certificate of Employment (if previously employed)
  - Relevant certificate of Training/Seminars attended within the last five (5) years if any.

**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 [recruitmentandhiring.alangilan@g.batstate-u.edu.ph](mailto:recruitmentandhiring.alangilan@g.batstate-u.edu.ph) **with the Subject - ATTN: Application as Administrative Aide III – Accounting Office.** **Submission of application is only from November 26, 2021 to December 6, 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.