



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Alangilan, 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 IV

(Under Permanent Status; To be assigned at Cashiering 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; Leadership and Management; Problem Solving and Decision Making; Interpersonal Skills; Communication Skills; Professional Integrity

Plantilla No.: BTSUB-ADA4-17-2004

Salary Grade 4 – (14,400.00/month)

Duties and Responsibilities:

- Takes charge of the safekeeping of all money, bank checks & official receipts
- Receives & deposit all collections
- Maintains complete record of all reports
- Prepares and signs Checks and ADAs for all funds (STF, RTF, IGP, GAA)
- Signs & verifies all reports prepared
- Collects tuition & other fees
- Prepares the following Reports:
 - Checks and Advices to Debit Account Disbursement Record (CkADARec) (RTF and GAA)
 - Cash Position Report (Summary of Alangilan, Balayan, Lobo and mabini Campus)
 - Reconciles each balance per CkADARec and bank balance
 - Cash Disbursement Record and Report of Cash Disbursement
 - Report Accountability of Accountable Forms – Official Receipts and Checks
- Prepares, coordinate & files documents related to ISO, OPCR, Operational Plan & other concerns as needed by other offices
- Supervises cashiering staff in the performances of duties
- Performs other tasks needed/assigned by the supervisors

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;

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 **with the Subject - ATTN: Application as Administrative Aide IV – Cashiering 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.