



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY-LIPA**

Marawoy, Lipa City

Tel. Nos.: (043) 980-0385 loc.3112

Email Address: [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) • Website Address: <http://www.batstate-u.edu.ph>

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## HUMAN RESOURCE MANAGEMENT OFFICE

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Batangas State University-Lipa is seeking applications from competent candidates, regardless of color, religion, sex, gender identity or expression, ethnicity, age, physical conditions and any other characteristics protected by law to fill the following positions:

Position	Dept./College	Qualifications
One (1) Certified Public Accountant (CPA) <i>(permanent/item position)</i>  Salary Grade : 16 P36, 628.00/month P2,000.00 PERA/month	College of Accountancy, Business and Economics (CABE) - BatStateU Lipa	<b>Education:</b> At least Master's Graduate with an undergraduate of Bachelor of Science in Accountancy  <b>Experience:</b> at least 1 year experience in the Academe and at least 2 years experience in the industry as a practicing accountant.  <b>Expertise:</b> Auditing, General Accounting, Financial Accounting, Taxation, Payroll Accounting

Qualified applicants may send their application documents at [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **RE: Application for Certified Public Accountant**. Submission of application is from **December 29, 2021 to January 8, 2022** with the following documents:

1. Application Letter addressed to:

**Atty. ALVIN R. DE SILVA**  
Chancellor, BatStateU - Lipa

Thru:

**Ms. ESTER M. IGLOPAS**  
Head, HRMO - Lipa

- Updated resume and/or fully accomplished Personal Data Sheet (with recent passport-sized picture, CS. Form 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Scanned copy of Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Scanned copy of Transcript of Records;
- Scanned copy of Diploma;
- Scanned copy of Eligibility/License/Ratings; and
- Scanned copy of other credentials:
  - *Certificate of Employment if previously employed; and*
  - *Relevant certificate of Trainings/Seminars attended (for webinars, kindly submit proof of registration or attendance aside from the certificate, for verification.)*



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The above position is for immediate hiring. Terms and condition of employment will be discussed during the interview. For additional information you may also call (043) 980-0385 loc. 3112.

*Note:*

- 1. Kindly combined all the application documents into one (1) PDF file only. Only with completed documents will be processed.*
- 2. The HRMO is strictly taking precautionary measures and will be doing the hiring process online.*