



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 Officer V (Cashier III)

(Under Permanent Status; To be assigned at Cashiering Office, BatStateU – Central)

Education: Bachelor's degree relevant to the job

Training: 8 hours of relevant training

Experience: 2 years of relevant experience

Eligibility: Career Service (Professional) Second Level Eligibility

Competency: Financial Management Skills; Internal Control; Knowledge of COA and DBM and other accounting and budgetary rules and regulations; Knowledge of Data Access and Protection Legislations; Leadership Skills Problem Solving and Decision Making; Communication Skills; Interpersonal Skills; and Professional Integrity.

Salary Grade 18 – (43681 + 2000 PERA /month)

Duties and Responsibilities:

- Supervises the cashiering staff on the performance of duties
- Takes charge in the safekeeping of all money and all accountable forms entrusted by the University
- Receives collection and deposits in the agency servicing banks
- Maintains a complete record of collection and deposit
- Maintains a complete record of cash & check disbursements
- Signs and verifies the following:
 - a. Checks
 - b. LDDAP-ADA / ACIC
 - c. Certifications for Premiums and Loans on GSIS, Philhealth and HDMF
 - d. Bank Reconciliation
 - e. Abstract of Daily Collections
 - f. Report of Collection & Deposit
 - g. Deposit Slips
 - h. Cash Disbursement Record
 - i. Cash Position Report
 - j. Remittances to GSIS & Philhealth
 - k. Report of Advice to Debit Account Issued
 - l. Report of Checks issued
 - m. Cash Receipts Record
- Prepares the following reports:
 - a. Report of Accountability for Accountable Forms (Checks & Official Receipts)
 - b. Checks and Advices to Debit Account Disbursements Record (MDS Account)
 - c. Monthly Report of Disbursement
 - d. Monthly Report of Special Savings Account
- Consolidates reports from Central & Constituent Campuses that may be needed by the management

- Oversees the Constituent Campuses in the execution of related tasks
- Performs other tasks assigned by the immediate supervisor

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 17, 2021.**

1. Fully **accomplished (Notarized/UnderOath) Personal Data Sheet (PDS) and WorkExperience Sheet** with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. **Performance rating** in the last rating period (if applicable);
3. Photocopy of **certificate of eligibility/rating/license/employment/trainings attended**; and
4. Photocopy of **Transcript of Records.**

NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDFFILE ONLY.

FOR STRICT COMPLIANCE.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 your **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 as Administrative Officer V (Cashier III). Submission of application is only from December 07, 2021 to December 17, 2021.****

The above positions are for immediate hiring. Terms and conditions of employment will be discussed during the interview. For additional information you may also call 980-0385 local 1104.