



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas

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 position:

1. One (1) Administrative Assistant II – SG 8

(Under Job Order Status; To be assigned at the Budget Office, BatStateU JPLPC – Malvar

Education: Any four (4) year Bachelor's Degree

Experience: At least two (2) years relevant experience

Expertise: Advance computer skills including development of spreadsheets and reports using graphs and charts; knowledgeable in budget and financial analysis and planning; with good verbal and written communication skills and detail-oriented

Salary Grade 8 (124.44 per hour)

Duties and responsibilities:

- Assists in the implementation of budgeting and financial records keeping procedures;
- Assists the immediate supervisor with the allotment and expense projections, and prepares variety of operational and financial reports and spreadsheets;
- Assists in the preparation of Program Receipts and Expenditures and Supplemental Budget;
- Facilitates the monitoring and evaluation of programs, projects and services;
- Ensures proper management of funds;
- Prepares Statement of Comparison of Budget & Actual Amounts;
- Coordinates budgetary and other statistical data with Central Office;
- Reviews Financial Accountability Reports;
- In-charge of monitoring and updating of ISO documents;
- Performs other related tasks assigned by the immediate supervisor

Qualified applicants may send the following documents with the email subject **ATTN: Application for Administrative Assistant II – Budget Office** at recruitment.malvar@g.batstate-u.edu.ph:

1. Application letter with applicant's signature addressed to:

Dr. PHILIP Y. DEL ROSARIO

Chancellor

Batangas State University JPLPC – Malvar

Thru: **FLORINA P. SANTIAGO, MSc, RPm**

Head, HRMO

Batangas State University JPLPC - Malvar

2. Updated resume/ curriculum vitae with applicant's signature;

3. Diploma and Transcript of Records;

4. Other pertinent documents such as Trainings & Seminars, Certificate of Employment, PRC Rating, License etc. *(if applicable)*

Note: Kindly combine all the application documents into one PDF file only. Submission of application is from **January 19, 2022 – January 28, 2022**.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may reach us at recruitment.malvar@g.batstate-u.edu.ph.

Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.