



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) Store Keeper II

(Under Job Order Status; To be assigned at the Resource Generation Office, BatStateU Alangilan)

Education: At least graduate of 2 years course

Experience: None required

Expertise: With knowledge in inventory and accounting, Computer and technical skills, Verbal and written communication

Eligibility: None required

Salary Grade 6– (110.45/hour)

Duties and Responsibilities:

- Keeping track of daily transactions as well as inventory of merchandise;
- Assigned in the selling area of uniform and RGO Business Center;
- Sending out order slip, delivery receipts, statement of account, invoices, and managing the accounts receivable ledger;
- Accounts reconciliation;
- Handling the accounts receivable and accounts payable ledger;
- Checking of account emails;
- Keeping clients' documentation of financial transactions;
- Doing other bookkeeping and reporting tasks as needed;
- Assigned in preparation of reports to be submitted to different offices;
- Assigned in ISO reports and monitoring; and
- Other tasks may be assigned by the superior.

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, January 13, 2022.**

1. Application Letter
2. Updated resume
3. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
4. Performance rating in the last rating period (if applicable);
5. Scanned copy of Transcript of Records;
6. Scanned copy of Diploma;
7. Scanned copy of other credentials:
 - Certificate of Seminars/Training attended; and
 - Certificate of Employment (if previously employed)

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 **recruitmentand hiring.alangilan@g.batstate-u.edu.ph with the Subject - ATTN: Application as Store Keeper II. Submission of application is only from January 4, 2022 to January 13, 2022.**

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.