

(As of May 6, 2022)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### Clerk-EBJO

for **Central Human Resource Management Office** with the following **QUALIFICATIONS**:

- **Education:** Graduate of any business-related course (Accounting or Financial Management major is an advantage)
- **Training:** None required
- **Experience:** None required
- **Eligibility:** None required
- **Skills:** Computer literate, detail-oriented, and analytical skills

#### **DUTIES and RESPONSIBILITIES:**

- Coordinate with payroll units in the implementation of administrative polices and help facilitate matters pertaining to assigned taxation functions;
- Input the employees' compensation and non-regular personnel's honoraria payments and taxes withheld in BIR alpha list data entry;
- Prepare and update the monthly working paper as supporting document for filing the BIR Form 2316 (Employees' Certificates of Compensation/tax withheld), BIR Form 1604C (Annual Information Return of Income Taxes Withheld on Compensation), and BIR Form 1601C (Monthly Withholding Tax – Compensation) remittance;
- Consolidate and prepare the monthly working paper of BIR Form 1601EQ or 0619E (honoraria payments and taxes withheld of non-regular faculty and personnel for monthly remittance of withholding tax – expanded for professionals)
- Prepare and submit monthly voucher and attachments of BIR Form 1601EQ and 1601E to Central Accounting Office;
- Prepare BIR Form 2307 (creditable tax withheld) and BIR Form 2304 of income payment not subject to withholding tax of non-regular faculty and personnel, quarterly and annually respectively, and upon request;
- Prepare BIR Form 2316 for each employee annually and upon request;
- Prepare the voucher, attachments and eFile the BIR Form 1601C monthly or on or before the 10<sup>th</sup> day of the following month;
- Prepare, scan and transmit BIR Forms 2316 and Annex F of university employees to BIR RDO 25A, in BIR-prescribed soft and hard copies, on or before January 31 of the following year;
- File BIR Form 1604C on or before January 31 of the following year;
- Perform such other related functions as may be deemed necessary to reasonably attain the goals of the University.

#### **ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):**

1. Application letter addressed to the University President **Dr. Cecilia S. Navasero-Gascon**;
2. Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212 Revised 2018) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) (if contracted by government agency);
4. Performance rating in the last rating period (for private companies/ institution) / IPCR for government;
5. Photocopy of the following supporting documents: (Original copies shall be presented for validation)
  - Transcript of Records
  - Diploma
  - Certificate of Grades (number of units earned in Graduate Studies (if applicable))
  - Seminar / Certificates attended for the last five (5) years
  - Certificate of Board of Ratings / Eligibility (if applicable)
  - Certificate/s of Employment signed by previous employer.

#### **NOTE:**

The University highly encourages all interested **QUALIFIED** applicants including persons with disability (PWD), members of indigenous committees and those with diverse sexual orientation and gender identity and expression (SOGIE) to apply.

The applicants will not be discriminated on the account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

Qualified applicants are advised to send their application to [chrmo.recruitment@bulsu.edu.ph](mailto:chrmo.recruitment@bulsu.edu.ph).

**Deadline of application is until May 16, 2022.**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.**

**In line with the IATF guidelines, the CHRMO is strictly taking precautionary measures and will be doing the hiring process online.**

**Please be guided accordingly.**

**Thank you.**

  
**HELEN P. VALENTIN**  
Supervising Administrative Officer