

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Administrative Assistant II (SG-8) position from the Finance and Administrative Division - Budget and Treasury Section (FAD-BTS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title : Administrative Assistant II (Cash Clerk III)  
Item No. : PTRIB-ADAS2-2-2021  
Salary Grade : SG -8  
Salary rate : P18,998.00/month  
Plus other benefits under RA 8439

**Qualification Requirements:**

Education : Completion of two-year studies in College or High School Graduate with relevant Vocational/Trade Course  
Experience : 1 year of relevant experience  
Related Training : 4 hours of relevant training  
Eligibility : Relevant MC 11 s. 1996  
Career Service (Sub-professional)/First Level Eligibility  
Place of Assignment : Finance and Administrative Division  
Budget and Treasury Section (FAD-BTS)

**Brief Description of Duties and Responsibilities:**

1. Assists in the preparation of Advice of Check Issued and Cancelled (ACIC) for LDDAP and Check for Fund 101 and 184;
2. Assists in the releasing of checks to the PTRI Suppliers;
3. Assists in the collection and issuance of receipts from PTRI clients including the preparation of reports of collections and deposits;
4. Assists in the preparation of cash accountability and statement of accountable forms;
5. Transacts with the Bureau of the Treasury with regards to the re-ordering of checks for Fund 101 and Fund 184;
6. Acts as liaison officer to the Landbank, COA, BTR, and DBM; and
7. Performs other related task that may be assigned from time to time.

**Remarks:**

1. Preferably with knowledge in the Electronic Modified Disbursement System of the Land Bank of the Philippines (LBP); and
2. With experience in government accounting or budgeting processes.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than 26 FEB 2022.

**Documentary Requirements:**

1. Application letter;
2. Comprehensive Resumé;
3. Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph) with recent picture 2 pcs. passport size with signature over handwritten name;
4. Photocopy of certificate of eligibility/ratings/license; and/or License (submit authenticated copy upon the date of interview);
5. Photocopy of Transcript of Records & Diploma (Certified true copy);
6. Performance Evaluation Rating in the 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested from the PTRI-HRRMS);
8. Photocopy of Training Certificates (submit certified true copy upon date of interview);
9. NBI Clearance (if not available, submit the online booking slip upon the date of pre-qualifying examination); and
10. Medical Certificate (if applicant is recommended to the position).

**APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Requesting Official:

  
CELIA B. ELUMBA  
Director IV

Please forward all applications to:

CORAZON I. TAPULGO  
Chief, Finance and Administrative Division and  
Chairperson, PTRI Human Resource Merit  
Promotion and Selection Board (PTRI-HRMP SB)  
PHILIPPINE TEXTILE RESEARCH INSTITUTE  
Room 300, PTRI Building, DOST South Compound  
General Santos Avenue, Bicutan, Taguig City  
Telephone No. 8372071 -82 local 2362;  
Email address: recruitment@ptri.dost.gov.ph

OR MATT ANTHONY M. PAREJA  
Administrative Officer V and Head,  
Human Resource and Records Management Section  
Finance and Administrative Division  
PHILIPPINE TEXTILE RESEARCH INSTITUTE  
Room 314, PTRI Building, DOST South Compound  
General Santos Avenue, Bicutan, Taguig City  
Telephone No. 8372071 -82 local 2377; 2378  
Email address: recruitment@ptri.dost.gov.ph

The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employees/applicants on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. PTRI has the following available facilities like: 1. Elevator and ramp are available for PWD; 2. Construction of rest rooms for SOGI; and 3. Provision of LCD projector and screen for visually and hearing-impaired persons.

DATE POSTED :

16 FEB 2022