

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Assistant III (SG-10) position of the Finance and Administrative Division is vacant. The aforesaid position is proposed to filled up immediately.

Position Title : Project Assistant III
Item No. : Contractual Position
Salary Grade : SG-10
Salary rate : 33,130.00/month

Qualification Requirements:

Education : Completion of two years studies in college
Experience : 2 years of relevant experience
Related Training : 8 hours of relevant training
Eligibility : None required
Place of Assignment : GAA - Finance and Administrative Division, Accounting Section

Brief Description of Duties and Responsibilities:

1. Monitor the budget utilization of the project including indexing of payments.
2. Prepare financial report for submission to Funding Agencies.
3. Assist in the recording of journal entry of GAA transactions in the accounting system (e-NGAS).
4. Assist in the preparation of List of Due and Demandable Accounts Payable (LDDAP) on all fund sources.
5. Assist in the preparation of GAA budget reports on the disbursement portion (Financial Performance Report, Financial Accountability Report thru Unified Reporting System - FAR 1, FAR1-A and FAR 3) for submission to the Department of Budget and Management (DBM).
6. Assist in compiling attached Journal Entry Voucher to specific disbursement vouchers for transmittal to resident COA.
7. Perform other related task.

Remarks:

1. Preferably a graduate of BS in Accountancy.
- 2.

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 30 JAN 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 2 pcs. passport size picture with signature over handwritten name;
4. Photocopy of certificate of eligibility/ratings/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 at 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:


CELINA 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-HRMPSB)
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
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 : 26 JAN 2022