

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Assistant III (SG-12) position from the Research and Development Division - Chemicals, Dyes, Auxiliaries, and By-Products Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Assistant III (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-12
Place of Assignment:	DOST-GIA Project: Functional Spunbonded Nonwovens for Argo-Industrial and Geo-Textile Applications of the Research and Development Division - Chemicals, Dyes, Auxiliaries, and By-Products Utilization Section (RDD-CDABUS)	Salary Rate:	PHP 33,130.00/month

Brief Description of Duties and Responsibilities:

1. Pre-audit and prepares Budget Utilization Request and Status (Fund 184) with all appropriate supporting documents;
2. Prepares Monthly Fund Utilization Report (Fund 184);
3. Assists in the preparation of Advice of Check Issued and Canceled (ACIC) for LDDAP and Check for Fund 184;
4. Assist in the releasing of checks to the PTRI Suppliers (Fund 184);
5. Assists in the collection and issuance of receipts from PTRI clients including the preparation of reports of collections and deposits (Fund 184);
6. Transacts with the Bureau of the Treasury with regards to the re-ordering of checks for Fund 184;
7. Prepares and maintains the daily compilation of Order of Payment and Official Receipts for endorsement of the Accounting Section;
8. Prepares and maintains the daily compilation for approved LDDAP under Fund 184;
9. Maintains all files, record the incoming and outgoing documents;
10. Acts as liaison officer to the COA, BTR, DBM;
11. Performs othe related tasks as maybe assigned from time to time.

Minimum Qualifications:

Education:	Completion of two years studies in college
Experience:	2 years of relevant experience
Related Training:	8 hours of relevant training
Eligibility:	None required

Preferred Qualifications:

Education:	Completion of two years studies in college
Experience:	2 years of relevant experience/Knowledgeable in government budgeting
Related Training:	8 hours of relevant training
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 25 MAY 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. *Authenticated/certified true copy* of certificate of eligibility/ratings/license;
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested from the PTRI-HRRMS);
8. Photocopy of Training Certificates;
9. NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
10. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Please forward all applications to:

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 2373, 8837-0744
Email address: recruitment@ptri.dost.gov.ph

Requesting Official:


CELIA B. ELUMBA
Director IV

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: 20 MAY 2022