

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant III (SG-12) position from the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Assistant III (Contract of Service)	Item No.:	N/A
Place of Assignment:	DOST-GIA Project: "Community-based Verification of Fiber Extraction Technology Using Local Bamboo Species as a Textile Material" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)	Salary Grade:	SG-12
		Salary Rate:	PHP 34,998.00/month

Brief Description of Duties and Responsibilities:

1. Monitor the budget utilization of the project including indexing of payments;
2. Prepare periodic (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance to DOST-GIA formats within the prescribed timeline including report of disbursements and schedule of accounts payable;
3. Process various claims for payments (e.g Purchase orders, Disbursement Vouchers, Itinerary of Travel and Liquidation documents) and its supporting documents as to correctness and conformance to required documentary requirements as stated in Government Accounting Manual (GAM) and other legal and statutory requirements;
4. Record day to day financial transactions and journal entry to electronic national government accounting system (e-NGAS);
5. Provide necessary updates on the expenses incurred and balances as required and requested by project proponent;
6. Attend all project meetings and discussion as scheduled;
7. Update of financials of Project Management Information System of all Inter-Agency Transfer of Fund required by Monitoring agency;
8. Draft communication letters, position papers, memorandum orders, COA responses and budget proposals;
9. Assist in the preparation of List of Due and Demandable Accounts Payable (LDDAP) on all fund sources;
10. Compile and attach Journal Entry Voucher to specific disbursement vouchers for transmittal to resident COA;
11. Maintain the upkeep of the assigned office;
12. Other tasks and assignments related to the program/project may be assigned.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Bachelor's Degree in Accountancy
Experience:	None required
Related Training:	None required
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than

04 AUG 2023 :

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:

Requesting Official:

ROSE MARTHY B. ANGELES

Officer-in-Charge, 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

JULIUS L. LEAÑO, JR.
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: **01 AUG 2023**