

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Officer IV (SG-19) position from the Finance and Administrative Division - GAA project entitled, "Textile S&T Services Program 2023 is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Officer IV (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-19
Place of Assignment:	GAA project entitled, "Textile S&T Services Program 2023	Salary Rate:	PHP 61,628.00/month

Brief Description of Duties and Responsibilities:

1. Reconciliation of Property, Plant and Equipment that involves comparing the entries in the property and accounting ledgers, identifying and investigating the differences, and processing the appropriate adjusting entries;
2. Prepare a detailed analysis of items recorded as PPEs as categorize/classify each item in accordance with COA Circular No. 2020-002 re: 2019 Revised Chart of Accounts for Government Corporations, and reconcile regularly their records to establish the accuracy of the recorded balances of the PPE accounts;
3. Prepare the necessary adjustments to reflect the correct balances of the PPE accounts in the financial statements;
4. Conduct regular reconciliation to facilitate the identification of discrepancies and adjust the errors noted. (Reconciliation with PPGSS records & PS-DBM);
5. Reconcile the PPE records of both the Property Control/Supply Unit and the Accounting Unit taking into consideration the procedural guidelines provided under COA Circular No. 2020-006;
6. Draft communication letters and Commission on Audit Observation Memorandum (AOM);
7. Maintain the upkeep of the assigned office.
8. Other tasks and assignments related to the program/project as may be assigned.

Minimum Qualifications:

Education:	Bachelor's Degree relevant to the job
Experience:	2 years of relevant experience
Related Training:	8 hours of relevant training
Eligibility:	RA 1080

Preferred Qualifications:

Education:	Bachelor's Degree (Preferably in Accountancy and other allied courses)
Experience:	2 years of relevant experience
Related Training:	8 hours of relevant training
Eligibility:	RA 1080 (CPA)

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 24 JUN 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

MERLITA R. ODI

Administrative Officer V and 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.
Officer-in-Charge, Office of the Director

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:

21 JUN 2023