

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant V (SG-14) position from the Finance and Administrative Division - Accounting Section is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Assistant V (Contract of Service)	Item No.:	N/A
Place of Assignment:	DOST PTRI – GAA of the Finance and Administrative Division - Accounting Section	Salary Grade:	SG-14
		Salary Rate:	PHP 40,612.00/month

Brief Description of Duties and Responsibilities:

1. Monitor the budget Utilization and Disbursements of GAA funded projects;
2. Prepare Financial Report of the project for submission to monitoring and funding agencies;
3. Handle/Address the administrative concerns of the project;
4. Record transactions thru Electronic Accounting System (e-NGAs);
5. Prepare Trial Balance and Financial Statements in Trust Fund;
6. Prepare the disbursement portion of Financial Performance Report for submission to DOST;
7. Prepare the Budget and Financial Accountability Reports for submission to DBM, BTR and COA;
8. Monitor and Update Alphalist of withholding Tax.

Minimum Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	1 year of relevant experience
Related Training:	4 hours relevant training
Eligibility:	Career Service (Professional) - Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	1 year of relevant experience
Related Training:	4 hours relevant training
Eligibility:	Career Service (Professional) - Second Level Eligibility

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **29 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:

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

Requesting Official:


JULIUS L. LEÑO 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: **26 JUN 2023** _