

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 - 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 Administrative Assistant III (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-12
Place of Assignment:	DOST-GIA Project: "3D Warp-Knitted Natural Textile Fiber-based Spacer Fabrics for the Local Footwear Industry" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS)	Salary Rate:	PHP 34,998.00/month

Brief Description of Duties and Responsibilities:

- Control and monitor Purchase Orders (POs) and Budget Utilization Request and Status (BURS) of GIA Projects;
- Control, monitor and check the correctness and required documentary requirements of Disbursement Vouchers (DVs) of GIA Projects if it conform to Accounting and Auditing guidelines as stated in Government Accounting Manual (GAM) and other legal and statutory requirements such as DOST Administrative Order 013 Series of 2021 "Revised Guidelines for the Grants-in-Aid Program of the Department of Science and Technology and Its Agencies";
- Check and control GIA Projects realignment, request for project extension and request to used Savings and Unexpended Balances;
- Prepare Quarterly Financial Report, Schedule of Accounts Payable and Report of Checks/LDDAP-ADA Issued, on or before thirty (30) days from the end of the quarter for submission to COA, Project Leader & Monitoring Agency;
- Prepare Terminal Audited Financial Report (TAFR) on or before ninety (90) days upon completion of GIA Projects duration or until all Accounts Payable are paid for submission to COA, Project Leader & Monitoring Agency;
- Prepare Financial Report as requested to be used for request of realignment or project extension or for reference on the updated Unexpended Balance for submission to COA, Project Leader & Monitoring Agency;
Prepare "Statement of Approved Budget, Utilizations, Disbursements and Balances for Trust Receipts" FAR 6, within thirty (30) days every end of the quarter for submission to COA and DBM
- Assist in the recording of all GIA transactions in the electronic National Government Accounting System (e-NGAS);
- Perform compliance to Project Management Information System (PMIS) initiated by Monitoring Agency;
- Other tasks and assignments related to the program/project as may be assigned.

Minimum Qualifications:

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

Preferred Qualifications:

Education:	BS Accountancy or any related course
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 **29 JUN 2023**.

Documentary Requirements:

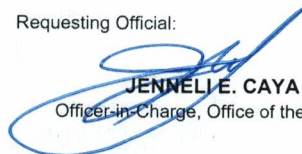
- Application letter;
- Comprehensive Resumé;
- Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph with recent picture 2 pcs. passport size with signature over handwritten name;
- Authenticated/certified true copy* of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- 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:


JENNELLE E. CAYA
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