

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant I (SG-10) 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 I (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-10
Place of Assignment:	DOST-GIA Project: "Textile Fibers of Philippine Climbing Bamboo Species" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)	Salary Rate:	PHP 27,811.00/month

Brief Description of Duties and Responsibilities:

1. Monitor the budget utilization of the project including indexing of payments;
2. Prepare financial report including report of disbursements and schedule of accounts payable for submission to monitoring and funding agencies;
3. Process various claims for payments (Purchase Orders / Disbursement Vouchers / Itinerary of Travel / Liquidation) for all Grant-In-Aid Projects;
4. Assist in the recording of journal entry of GIA transactions in the electronic national government accounting system (e-NGAS);
5. Assist in the preparation of List of Due and Demandable Accounts Payable (LDDAP) on all fund sources;
6. Assist in updating Project Management Information System of all inter agency transfer of fund required by monitoring agency;
7. Assist in compiling attached Journal Entry Voucher to specific disbursement vouchers for transmittal to resident COA;
8. Perform other related task that may be assigned.

Minimum Qualifications:

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

Preferred Qualifications:

Education:	BS Accountancy
Experience:	Atleast 2 years relevant experience
Related Training:	Atleast 8 hours 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 19 MAR 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:

MATT ANTHONY M. PAREJA, MBA
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:


JULIUS L. LEANO, JR., PhD
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: 09 MAR 2023