

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

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant III (SG-11) position from the Finance and Administrative Division, Accounting Section (FAD-AS) is vacant. The aforesaid position is proposed to be filled up immediately.

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|----------------------|--|---------------|-----------------------------|
| Position Title: | Project Administrative Assistant III (Contract of Service) | Item No.: | FAD-GAA-12 |
| Place of Assignment: | DOST-PTRI GAA Finance and Administrative Division - Accounting Section (FAD-AS) | Salary Grade: | SG-12 |
| | | Salary Rate: | PHP 38,694.00 /month |

Brief Description of Duties and Responsibilities:

- Control and monitor purchase orders (POs), budget utilization requests, and status (BURS) of six (6) GIA projects.
- Control, monitor, and check the correctness and validity and required documentary requirements of Disbursement Vouchers (DVs) of GIA Projects in conformance with Accounting and Auditing guidelines as stated in the 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 project realignment, request for project extension, and request to use Savings and Unexpended Balances.
- Prepare Quarterly Financial Report, Schedule of Accounts Payable, and Report of Disbursement and 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 Financial Report (TFR) 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 the Financial Report as requested for project realignment, extension, or 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
- Record all GIA transactions in the electronic National Government Accounting System (e-NGAS).
- Perform compliance with the Project Management Information System (PMIS) initiated by the Monitoring Agency.
- Update the financial data of the PMIS for all inter-agency Transfer funds required by the Monitoring Agency.
- Assist in preparing the List of Due and Demandable Accounts Payable (LDDAP) on all fund sources.
- Maintain the upkeep of the assigned office.
- Monitoring of Contract of Service personnel BIR Registration for fiscal year 2025.
- Submission of Income Payor/Withholding Agent's Sworn Declaration to BIR Taguig (RDO 044).
- Other tasks and assignments related to the program/project as may be assigned.

Minimum Qualifications:

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|-------------------|---|
| Education: | Bachelor's Degree |
| Experience: | None required |
| Related Training: | None required |
| Eligibility: | CS Professional (Second Level Eligibility) |

Preferred Qualifications:

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|-------------------|---|
| Education: | Bachelor's Degree |
| Experience: | None required |
| Related Training: | None required |
| Eligibility: | CS 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 Dec 2024**:

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:

Requesting Official:

ROSE MARTHY B. ANGELES

Administrative Officer V
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

Sgd JULIUS L. LEAÑO, JR.

Director IV

Direct link:

<https://tinyurl.com/FAD-GAA-12>

or Scan the QR Code:



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-Dec-24