

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

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant IV (SG-13) position from the Finance and Administrative Division, Accounting Section (FAD-AS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Assistant IV (Contract of Service)	Item No.:	FAD-GAA-13
		Salary Grade:	SG-13
Place of Assignment:	DOST-PTRI GAA Finance and Administrative Division - Accounting Section (FAD-AS)	Salary Rate:	PHP 41,305.00 /month

Brief Description of Duties and Responsibilities:

- Reconciliation of Property, Plant, and Equipment (PPE) which involves comparing the entries in the DOST-PTRI accounting ledgers and DOST Funding Agency, identifying and investigating the differences, and processing the appropriate documents for transfer/ donation of equipment under completed projects.
- Prepare a detailed analysis of items recorded as GIA-PPEs and categorize/classify each item in accordance with COA Circular No. 2020-002 re: 2019 Revised Chart of Accounts for Government Corporations, and regularly reconcile their records to establish the accuracy of the recorded balances of the PPE accounts for donated/ transferred equipment.
- Prepare the necessary entries to reflect the donation/ transfer of the PPE accounts in the GIA financial statements.
- Conduct/ attend meetings/ coordinate with Monitoring and Funding Agencies to determine the documents to be submitted for the successful liquidation of PTRI GIA projects.
- Prepare and collate documents needed for the successful donation/ transfer of PPE items to PTRI, payment of outstanding Accounts Payable, and closing/ liquidation of completed GIA projects.
- Draft communication letters necessary for the closing of completed projects.
- Ensure the immediate donation/ transfer of PPE items to PTRI within the timeframe set by the DOST GIA Guidelines.
- Ensure the immediate preparation of DOST-PTRI terminal reports within the timeframe set by the DOST GIA Guidelines.
- Issue Memoranda to Project Leaders for the timely liquidation of projects.
- Regularly communicate with Funding Agencies regarding PPE transfers/ donations and closing/ liquidation of completed GIA projects.
- Maintain accounting records of completed projects' inventories, PPEs, and Accounts Payable.
- Prepare the Terminal Financial Report (TFR) of liquidated projects.
- Conduct research on legal bases and draft PTRI internal policies in adherence to existing COA/ DBM/ BIR/ CSC rules and regulations.
- Maintain the upkeep of the assigned office.
- Serve as a PTRI Internal Audit Committee and Project Management Group (PMG) member.

Minimum Qualifications:

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

Preferred Qualifications:

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-13>

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