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 Adminstrative Division, Accounting Section (FAD-AS) is vacant. The aforesaid position is proposed to be filled up immediately.

Postion Title:	**Project Administrative Assistant V (Contract of Service)**	Item No.:	**FAD-GAA-14**
		Salary Grade:	**SG-14**
Place of Assignment:	**DOST-PTRI GAA Finance and Administrative Division - Accounting Section (FAD-AS)**	Salary Rate:	**PHP 44,429.00 /month**

Brief Description of Duties and Responsbilities:

1. Prepare monthly Trial Balance (Trust Funds) for submission to the Commission on Audit (COA).

2. Recording journal entries vouchers (JEVs) of GIA transactions in the Electronic National Government Accounting system (e-NGAS)

3. Reconciliation of GIA subsidiary ledgers of all GIA transactions in the e-NGAS.

4. Control and monitor purchase orders (POs), budget utilization requests, and status (BURS) of three (3) GIA projects.

5. 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

6. Check and control GIA project realignment, request for project extension, and request to use Savings and Unexpended Balances.

7. 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.

8. Prepare the disbursement portion of the Financial Performance Report for submission to DOST.

9. Prepare the Budget and Financial Accountability Reports for submission to DBM, BTR, and COA.

10. Prepare GAA budget reports on the disbursement portion (Financial Performance Report, Financial Accountability Report through Unified Reporting System – FAR 1, FAR1-A, and FAR 3) for submission to the Department of Budget and Management (DBM)

11. Posting of JEV for the Trust Funds Account through the e-NGAS.

12. Prepare JEV for the GIA remittance of withholding tax.

13. Monitor and update Alphalist of Income withholding Tax for permanent employees, reflecting all compensation and allowances received.

14. Handle and address administrative and financial concerns of the project assigned.

15. Provide necessary updates on the expenses incurred and balances as required and requested by the project proponent.

16. Monitor the budget Utilization and Disbursements of GAA-funded projects.

17. Monitor and update the disbursement of GAA funds, including the evaluation of various claims and supporting documents as to the correctness and required documentary requirements of Disbursement Vouchers (DVs) if they conform to Accounting and Auditing guidelines as stated in the Government Accounting Manual (GAM) and other legal and statutory requirements;

18. Attend to incoming and outgoing documents and assist in organizing and maintaining accounting files and records;

19. Updating the Project Management Information System (PMIS) of the assigned project required by the monitoring agency;

20. Compilation of attached Journal Entry Voucher to specific disbursement vouchers for transmittal to the COA;

21. Monitor the honoraria received by the project staff personnel.

22. Perform other related tasks as may be assigned.

Minimum **Qualifications:**

Education:	**Bachelor's Degree**
Experience:	**1 year of relevant experience**
Related Training:	**4 hours of relevant training**
Eligibility:	**CS Professional (Second Level Eligibility)**

Preferred Qualifications:

Education:	**Bachelor's Degree**
Experience:	**1 year of relevant experience**
Related Training:	**4 hours of relevant training**
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:

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. Peformance Evalutation 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: Requesting Official:

ROSE MARTHY B. ANGELES   **Sgd JULIUS L. LEAÑO, JR.**
Administrative Officer V   Director IV
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

Direct link:
https://tinyurl.com/FAD-GAA-14
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**