

**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 Finance and Administrative Division, Treasury Section is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Administrative Assistant I (Contract of Service)</b>	Item No.:	<b>FAD-GAA-15</b>
Place of Assignment:	<b>DOST-PTRI GAA Finance and Administrative Division - Treasury Section</b>	Salary Grade:	<b>SG-10</b>
		Salary Rate:	<b>PHP 30,703.00 /month</b>

**Brief Description of Duties and Responsibilities:**

1. Prepare and monitor daily collections and issue official receipts upon receipt of the issued Order of Payment;
2. Prepare deposit slip for daily collections per account and remit them to the Authorized Government Depository Bank (AGDB) – Land Bank of the Philippines (LBP);
3. Submit the approved Advice of Checks Issued and Cancelled (ACIC) and the List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) to the LBP;
4. Receive invoices, official receipts, or collection receipts from suppliers for paid transactions;
5. Prepare monthly reports of the List of Late Submitted Invoices/ Official Receipts/Collection Receipts;
6. Provide updates to suppliers regarding the status of payments for goods purchased and/or services availed;
7. Notify suppliers of the payment made by sending the validated LDDAP-ADA as proof of payment for paid transactions via email;
8. Monitor unclaimed checks and inform suppliers via call and email;
9. Record and file all pertinent documents, including stamping paid transactions and attachments, for endorsement to the Accounting Section;
10. Facilitate requests and applications to the Land Bank of the Philippines (LBP)
11. Perform secretariat functions, such as routing of all incoming and outgoing documents;
12. Assigned workstation are upkept and maintained weekly;
13. Perform other related tasks as assigned.

**Minimum Qualifications:**

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

**Preferred Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>Preferably with relevant experience in Finance and Accounting</b>
Related Training:	<b>(8) Eight hours of relevant training</b>
Eligibility:	<b>Career Service (Sub-professional)/ Second Level Eligibility</b>

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](http://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:


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:	
<a href="https://tinyurl.com/FAD-GAA-15">https://tinyurl.com/FAD-GAA-15</a>	
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