

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Administrative Officer V (SG 18) position from the Finance and Administrative Division - Budget and Treasury Section (FAD-BTS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Administrative Officer V (Budget Officer III)	Item No.:	PTRIB-ADOF5-2-2004
Place of Assignment:	Budget and Treasury Section	Salary Grade:	18
		Salary Rate:	₱49,015.00 /month Plus other benefits under RA 8439

Brief Description of Duties and Responsibilities:

1. Plan, organize and oversee all activities of the Budget and Treasury Section;
2. Prepare, review, and certify the following reports and other documents such as but not limited to agency annual financial plan, line-item-budget of projects and various activities, monthly, quarterly, and annual reports of statement of allotment, obligations, and balances, obligation request and status, monthly financial performance reports, contracts, COA year-end reports, advice of checks issued and cancelled/list of due and demandable accounts payable-advice to debit account, report of monthly collections and deposits;
3. Review, consolidate, and prepare the Annual Agency Budget Proposals for submission to the DOST Central
4. Coordinate with the Management and other institutions regarding the budget matters of the Institute;
5. Monitor the functional objective of the Budget and Treasury Section to ISO 9001:2015
6. Perform other related tasks as may be assigned from time to time.

Minimum Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	2 years of relevant experience
Related Training:	8 hours of relevant training
Eligibility:	Career Service (Professional) Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's degree in Accountancy, Business Management Major in Finance, Science in
Experience:	At least 2 years of relevant experience in budget preparation
Related Training:	24 hours of relevant training
Eligibility:	Career Service (Professional) Second Level Eligibility/RA 1080

Interested and qualified applicants should signify their interest in writing. Submit the following documents in PDF format (single file) arranged as enumerated to the address below not later than 03 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. 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:

ROSE MARTHY B. ANGELES
Administrative Officer V and Head
Human Resource and Records Management Section
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 314, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City
Email address: recruitment@ptri.dost.gov.ph

Requesting Official:


JULIUS L. LEANO, JR.
Director IV

DATE POSTED:

22 NOV 2024

Direct link:

<https://qrco.de/AOVBTS>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of Equal Employment Opportunity Principle (EEOP), interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, religion, political affiliation, including persons with disabilities (PWD) and members of the indigenous communities are encouraged to apply. DOST-PTRI has the following available facilities like: 1. elevator and ramp for PWD; 2. construction of rest rooms for SOGI; and 3. provision of LCD projector, screen and speaker for visually and hearing-impaired persons