

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

NOTICE OF VACANCY

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

Position Title:	Project Administrative Assistant II (Contract of Service)	Item No.:	FAD-GAA-11
Place of Assignment:	DOST-PTRI GAA Finance and Administrative Division - Budget Section (FAD-BS)	Salary Grade:	SG-11
		Salary Rate:	PHP 36,029.00 /month

Brief Description of Duties and Responsibilities:

1. Receive, Release, Review, and process various claims under GIA projects;
2. Control, and monitor Budget Utilization Request and Status (BURS);
3. Prepare and maintain the Registry of Allotments, Obligations and Disbursements for (PS, MOOE, and CO) under Fund 184;
4. Prepare Monthly, Quarterly, and Annual report of Project Funds Allotment, Obligation, and Releases (Approved LIB Allotment and NCA release) per project title;
5. Prepare report on Approved Budget, Utilizations, Disbursements and Balances for Trust Receipts (FAR 6) per quarter;
6. Acts as liaison to the Department of Budget and Management (DBM), Senate of the Philippines, Commission on Audit (COA), and Bureau of Treasury (BTR);
7. Maintain a file of records/documents related to budget activities; and
8. Perform other related tasks that may be assigned

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:	Preferably with experience in Finance and Accounting
Related Training:	(8) Eight hours of relevant training
Eligibility:	Career Service (Sub-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 **08 February 2025**:

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:

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-11>

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: 3-Feb-25