

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

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|----------------------|--|----------------|-------------|
| Position Title: | Project Administrative Assistant I | Position Code: | FAD-GAA-020 |
| Place of Assignment: | Finance and Administrative Division - Accounting Section (FAD - ACCTG) | Salary Grade: | SG-10 |
| | | Salary Rate: | P30,703.00 |
| Project Title: | FAD-GAA | | |

Brief Description of Duties and Responsibilities

- Control and monitor “all” purchase orders (POs), budget utilization requests, and status (BURS) of six (6) GIA projects.
- 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.”
- Check and control GIA project realignment, request for project extension, and request to use Savings and Unexpended Balances.
- 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.
- Prepare Terminal Financial Report (TFR) on or before ninety (90) days upon completion of GIA Projects duration or until all Accounts Payable are paid for submission to COA, Project Leader & Monitoring Agency.
- Prepare the Financial Report as requested for project realignment, extension, or reference on the updated Unexpended Balance for submission to COA, Project Leader & Monitoring Agency
- Prepare “Statement of Approved Budget, Utilizations, Disbursements and Balances for Trust Receipts” FAR 6, within thirty (30) days every end of the quarter for submission to COA and DBM
- Record all GIA transactions in the electronic National Government Accounting System (e-NGAS).
- Perform compliance with the Project Management Information System (PMIS) initiated by the Monitoring Agency.
- Update the financial data of the PMIS for all inter-agency transfer funds required by the Monitoring agency.
- Assist in preparing the List of Due and Demandable Accounts Payable (LDDAP) on all fund sources.
- Maintain the upkeep of the assigned offices.
- Monitoring of Contract of Service personnel BIR Registration for fiscal year 2025.
- Submission of Income Payor/Withholding Agent's Sworn Declaration to BIR Taguig (RDO 44)
- Other tasks and assignments related to the program/project as may be assigned.

Minimum Qualifications:

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|-------------------|---|
| Education: | Bachelor's Degree |
| Experience: | Preferably with relevant experience |
| Related Training: | Eight (8) hours of relevant training |
| Eligibility: | Career Service Sub-Professional/First-level eligibility |

Preferred Qualifications:

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|-------------------|---|
| Education: | Bachelor's Degree |
| Experience: | Finance and Accounting |
| Related Training: | Eight (8) hours of relevant training |
| Eligibility: | Career Service Sub-Professional/First-level eligibility |

Documentary Requirements

- Application Letter;
- Comprehensive Resume;
- 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 eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent, (if any);
- Photocopy of Training Certificates;
- NBI Clearance (if applicant is recommended to the position); and
- Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DATE POSTED: [04 July 2025](#)

DEADLINE OF SUBMISSION: [13 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/58/FAD-GAA-020>

or Scan the QR Code:



All interested and qualified applicants are required to express their intent in writing and submit the necessary documents via the DOST-PTRI Human Resource Management System <https://hrms.dost-ptri.com/>. Please note that applications not submitted through the DOST-PTRI HRMS will not be processed.

The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employee/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.