

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Administrative Assistant I	Position Code:	FAD-GAA-25
Place of Assignment:	Finance and Administrative Division - Budget and Treasury Section (FAD - BTS)	Salary Grade:	SG-10
		Salary Rate:	P30,703.00
Project Title:	PTRI-GAA		

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 a 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
8. Perform other related tasks that may be assigned

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	CSC Professional/Second-Level Eligibility

Preferred Qualifications:

Education:	Bachelor's Degree
Experience:	2 years' experience
Related Training:	8 hours of relevant training
Eligibility:	CSC Professional/Second-Level Eligibility

Documentary Requirements

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

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DATE POSTED: [24 June 2025](#)

DEADLINE OF SUBMISSION: [30 June 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/13/FAD-GAA-25>

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.