

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

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

Position Title : Administrative Officer II (Budget Officer I)
Item No. : PTRIB-ADOF2-5-2004
Salary Grade : SG -11
Salary rate : P23,877.00/month
Plus other benefits under RA 8439

Qualification Requirements:

Education : Bachelor's degree relevant to the job
Experience : None required
Related Training : None required
Eligibility : Career Service (Professional)
Second Level Eligibility
Place of Assignment : Finance and Administrative Division
Budget and Treasury Section (FAD-BTS)

Brief Description of Duties and Responsibilities:

1. Assists in the preparation of subsidiary ledger for Allotment, Obligation and under General Fund 101, preparation and maintenance of Registry of Allotment, Obligations and Disbursements (RAOD) for PS, MOOE, and CO for General Fund 101 and preparation of Budget Realignment/Adjustment and maintain subsidiary Records of all claims/transactions of PTRI Fund 101;
2. Prepare the following:
 - Advice of check Issued and Cancelled (ACIC) for Checks and List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA);
 - Checks payment for various disbursement vouchers;
 - Various monthly reports;
3. Prepare and maintain the daily compilation for approved LDDAP under Fund 101 and Fund 184, and Order of Payment and Official Receipts for endorsement to Accounting section;
4. Release checks to the internal and external claimants; collect payment from PTRI clients and issue official receipts
5. Process and endorse the Fidelity Bond application of PTRI bondable officials to Bureau of Treasury; process the re-ordering of MDS checks to Bureau of Treasury and purchasing Official Receipts to National Printing Office (NPO);
6. Encoding/updating the ORs to Unified Laboratory Information Management System (ULIMS);
7. Attends to incoming and outgoing calls; handle reproduction of all documents, recording of incoming and outgoing transactions; organize/maintain all files and records of the Section; monitor the Functional Objective in billing and collections relative to ISO 9001:2015; deposit daily collections; transmit the ACICS's and transact various concerns as required/requested to the Agency Depository Bank - Land Bank of the Philippines; and
8. Performs other related tasks as maybe assigned from time to time.

Remarks:

1. Preferably a graduate of Bachelor of Science in Accountancy, Accounting Technology, Internal Auditing, or Management Accounting; and
2. Knowledgeable on e-Budget, Unified Reporting System (URS), and Online Submission of Budget Proposal (OSBP) System.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than 02 AUG 2021.

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. Photocopy of certificate of eligibility/ratings/license; and/or License (submit authenticated copy upon the date of interview);
5. Photocopy of Transcript of Records & Diploma (Certified true copy);
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 (submit certified true copy upon date of interview);
9. NBI Clearance (if not available, submit the online booking slip upon the date of pre-qualifying examination); and
10. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Requesting Official:

Please forward all applications to:

CORAZON I. TAPULGO
Chief, Finance and Administrative Division and
Chairperson, PTRI Human Resource Merit
Promotion and Selection Board (PTRI-HRMPBSB)
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 300, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City
Telephone No. 8372071 -82 local 2362;
Email address: recruitment@ptri.dost.gov.ph

OR MATT ANTHONY M. PAREJA
Administrative Officer V and Head,
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 2377; 2378
Email address: recruitment@ptri.dost.gov.ph

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 :

23 JUL 2021