

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Administrative Officer IV (SG-15) 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 IV (Budget Officer II) - **Anticipated Vacancy**
Item No. : PTRIB-ADOF4-3-2004
Salary Grade : SG -15
Salary rate : P33,575.00/month
Plus other benefits under RA 8439

Qualification Requirements:

Education : Bachelor's degree relevant to the job
Experience : 1 year of relevant experience
Related Training : 4 hours of relevant training
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. Prepare and maintain Registry of Allotment, Obligations and Disbursement for Fund 101;
2. Prepare the following detailed reports:
 - Monthly Statement of Allotment, Obligations and Balances (SAOB) by object of expenditures;
 - Monthly SAOB by Fund Sources and Allotment Class;
 - Monthly Report of Appropriation, Obligations and Disbursement (Form A);
 - Reason for Underspending (Form B);
 - Monthly Financial Performance Report; and
 - Quarterly Budget and financial Accountability Reports like FAR 1, FAR 1A, and FAR 1B
3. Assists in the preparation and consolidation of the Annual Agency Budget Proposals for submission to the DOST- Central Office, Department of Budget and Management, House Committee on Appropriations, and Senate Committee on Finance;
4. Conduct pre-audit of claims chargeable to Fund 101 (GAA);
5. Maintain ISO related reports/records in the Budget and Treasury Section;
6. File and maintain all records/documents related to budget activities; and
7. Performs other related tasks as maybe assigned from time to time and act as Officer-in-Charge in the absence of BTS Head.

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 23 JUL 2021.

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 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:


CELIA B. ELUMBA
Director IV

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 : 13 JUL 2021