

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Accountant III (SG 19) position from the Finance and Administrative Division - Accounting Section (FAD-AS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Accountant III	Item No.:	PTRIB-A3-1-1998
		Salary Grade:	19
Place of Assignment:	Finance and Administrative Division - Accounting Section	Salary Rate:	₱56,390.00 /month Plus other benefits under RA 8439

Brief Description of Duties and Responsibilities:

1. Plan, organize and control the activities of the Section to ensure proper balance of workloads and proper updating of accounting records;
2. Review and certify financial data and schedule attach to Financial Statements. It also includes other documents being processed in the section (ex. Contracts). Primary responsible on the submission of
3. Review and certify monthly/quarterly financial reports submitted to COA, DBM, and DOST. Maintain Cash Disbursement Journals and General Ledgers;
4. Coordinate with management and other institutions regarding the financial, accounting and other regulatory requirements of the Institute;
5. Perform duties and responsibilities as Section's process owner for the implementation of ISO 9001-2015; and
6. Perform other related tasks as maybe assigned from time to time.

Minimum Qualifications:

Education:	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience:	2 years of relevant experience
Related Training:	8 hours of relevant training
Eligibility:	RA 1080

Preferred Qualifications:

1	With at least two (2) years experience in government accounting practice;
2	Knowledgeable in eNGAS, Generally Accepted Accounting Principles (GAAP), Government Accounting Manual (GAM), and other government rules and regulations; and
3	Highly analytical in the reconciliation of financial documents and preparation of reports.

Interested and qualified applicants should signify their interest in writing. Submit the following documents in PDF format (single file) arranged as enumerated to the address below not later than 20 JUL 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:

ROSE MARTHY B. ANGELES
Administrative Officer V
Human Resource and Records Management Section
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 314, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City
Email address: recruitment@ptri.dost.gov.ph

Requesting Official:

JULIUS L. LEANO, JR.
Director IV

DATE POSTED:

10 JUL 2025

Direct link:

<http://bit.ly/43SfHkc>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of Equal Employment Opportunity Principle (EEOP), interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, religion, political affiliation, including persons with disabilities (PWD) and members of the indigenous communities are encouraged to apply. DOST-PTRI has the following available facilities like: 1. elevator and ramp for PWD; 2. construction of rest rooms for SOGI; and 3. provision of LCD projector, screen and speaker for visually and hearing-impaired persons.