

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Administrative Officer III (SG 14) position from the Finance and Administrative Division - Budget and Treasury Section is anticipated to be vacant. The aforesaid position is proposed to be filled up immediately.

Postion Title:	Administrative Officer III (Anticipated Vacancy)	Item No.:	PTRIB-ADOF3-1-2021
Place of Assignment:	Finance and Administrative Division - Budget and Treasury Section	Salary Grade:	14
		Salary Rate:	₱37,024.00 /month Plus other benefits under RA 8439

Brief Description of Duties and Responsibilities:

- Process, issue and release checks and List of Due and Demandable Accounts Payable – Advice to Debit
1. Accounts with corresponding Advice of Checks Issued and Cancelled (ACIC) for various claims under MDS/Commercial Accounts;
  2. Collect payments and issue Official Receipts under Fund 101, 101/184, and Trust Fund Miscellaneous (daily basis);
  3. Prepare and certify daily/monthly reports of collection for submission to Accounting Section, Landbank of the Philippines – Bicutan Branch, Commission on Audit, and the Bureau of the Treasury;
  4. Deposit daily collections to the Land Bank of the Philippines – Bicutan Branch and remit payments for PhilHealth, LBP loan, and Bureau of the Treasury;
  5. Maintain warrant registers for Fund 101, 101AP, 101/184, and Trust Fund Miscellaneous;
  6. Maintain all files relative to collections and disbursements, record the incoming and outgoing documents; and
  7. Perform other related tasks as maybe assigned from time to time.

Minimum Qualifications:

Education:	Bachelor's degree
Experience:	2 years of relevant experience
Related Training:	8 hours of relevant training
Eligibility:	Career Service (Professional) Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	2 years of relevant experience
Related Training:	8 hours of relevant training
Eligibility:	Career Service (Professional) Second Level Eligibility

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](http://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](mailto:recruitment@ptri.dost.gov.ph)

Requesting Official:

JULIUS L. LEANO, JR.  
Director IV

DATE POSTED:

10 JUL 2025

Direct link:

<https://bit.ly/AO3FAD-BTS>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of Equal Employment Opportunity Principle (EEO), 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.