



## **NOTICE OF VACANT POSITIONS** **As of February 8, 2024**

### **Finance and Administrative Division**

#### **I. Three (3) Project Administrative Assistant I – Accounting (Contract of Service)**

**Basic Salary** : Php 27,811/month (SG 10)  
**Plantilla Item No.** : N/A

#### **Qualification Standard**

**Education:** Bachelor's degree relevant to the job  
**Experience:** None required  
**Training:** None required  
**Eligibility:** Career Service (Professional) / Second Level Eligibility  
(Preferably but not required)

#### **Preferred Qualifications/ Attributes**

- Bachelor's degree preferably in Accountancy or any related course;
- Proficient in eNGAS or any accounting software;
- Well-versed in government accounting, budgeting and auditing rules and regulation;
- With good interpersonal skills, work attitude, and moral character;
- Coachable, a team player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office and GSuite platforms).

#### **Duties and Responsibilities**

1. Receives disbursement vouchers (DVs) funded and assigns DV number and records the same in the logbook;
2. Reviews DV for completeness by vouching the propriety of supporting documents, validity of claims and checks mathematical computations of footings and cross footings;
3. Inputs data of the received DVs in e-NGAS software for Journal Entry Voucher (JEV) preparation;
4. Receives and reviews financial reports and their supporting documents of grants-in aid submitted by project leaders/proponents and scholars and input data in e-NGAS software for JEV preparation;





5. Prepares liquidation report for trust funded projects;
6. Prepares Status Report of Accounts Receivable balances for distribution to concerned employees;
7. Prepares demand letters of Accounts Receivable balances on a quarterly basis;
8. Prepares monthly and quarterly Financial Accountability Reports as follows;
  - Ageing of Accounts Receivable Balances
9. Assists in gathering documents of COA suspended transactions;
10. Identifies and prioritizes problems in the Accounting Section's work processes that can be resolved;
11. Assesses problems identified and takes corrective and preventive actions to address the Accounting Section's problems;
12. Identifies risk factors related to situation/activity that has impact in his/her area of responsibility and acts accordingly based on Council's policies and procedures;
13. Performs other duties and functions from time to time assigned by the Chief Accountant and/ or Chief Administrative Officer of FAD.

DOST-PCHRD encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI) to signify their interest in writing. DOST-PCHRD complies with the Equal Employment Opportunity Policy (EEOP) and that no person with disability shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able-bodied person.

Attach the following documents to the application letter and send to the address below not later than **February 22, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Accomplished Work Experience Sheet;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license (if applicable);
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of certificates of training/seminars attended;
7. Photocopy of Service Record/ Certificate of Work Experience/Certificate of Employment; and
8. Application Letter addressed to:

**DR. JAIME C. MONTOYA**  
Executive Director III





QUALIFIED APPLICANTS are advised to send through email their application requirements addressed to:

**MR. EARVIN JAMES P. MILANTE**  
Administrative Officer V  
Human Resource Management Section  
Philippine Council for Health Research and Development - DOST  
Saliksik Building, General Santos Avenue, Bicutan, Taguig City  
[recruitment@pchrd.dost.gov.ph](mailto:recruitment@pchrd.dost.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

  
**JAIME C. MONTOYA, MD, MDs, PhD, CESO II**  
Executive Director III

**Date Posted: February 8, 2024**

