



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

**PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND  
DEVELOPMENT**



## **NOTICE OF VACANT POSITION**

**As of November 17, 2020**

### **Finance and Administrative Division**

**One (1) Administrative Officer I – Contractual**

**Basic Salary: Php 24,262.80/ month**

#### **Qualification Standard**

**Education:** Bachelors degree relevant to job

**Experience:** None required

**Training:** None required

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

- College graduate of BS Accountancy or any related work
- Computer Literate
- Good coordination skills

#### **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. Input data of the received DVs in e-NGAS software for Journal Entry Voucher (JEV) preparation;
4. Receives and reviews financial reports of grants-in aid submitted by project leaders/proponents and scholars and input data in e-NGAS software for JEV preparation;
5. Generates and reconciles monthly Accounts Receivable Subsidiary Balances as follows:
  - Due from National Government Agencies (NGAs)
  - Due from Non-Government Organizations and Peoples Organizations (NGOs/POs)
  - Other Receivables
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;
  - o 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 by the Chief Accountant and 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. Attach the following documents to the application letter and send to the address below not later than **December 1, 2020** .


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; and
5. Photocopy of Transcript of Records and Diploma
6. Photocopy of training/seminars attended;
7. Photocopy of Service Record/ Certificate of Work Experience; and
8. Application Letter addressed to :  
 DR. JAIME C. MONTOYA  
 Executive Director

In compliance with the general community quarantine now taking effect in different regions of the country due to the pandemic COVID-19, **QUALIFIED APPLICANTS** are advised to send through email their application requirements addressed to:

DR. BUENALIVIA N. OLATAN  
 ADMINISTRATIVE OFFICER V  
 Human Resource Management Section  
 Philippine Council for Health Research and Development -DOST  
 Saliksik Building, General Santos Avenue, Bicutan, Taguig City  
 Bicutan, Taguig City

**[pchrd.hrrecruitment@gmail.com](mailto:pchrd.hrrecruitment@gmail.com)**

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

  
**JAIME C. MONTOYA, MD, MSc, Ph.D, CESO II**  
 Executive Director

**Date Posted: November 17, 2020**