



## For Immediate Hiring

The **Finance and Administrative Division (FAD)** of the Philippine Council for Industry, Energy, Emerging Technology Research, and Development (PCIEERD) is looking for a result-driven, analytical, detail-oriented, and resourceful individual to fill the vacancy for:

### Project Administrative Officer I

#### Contract of Service

**SG 16 – Php 47,606.00/mo**

#### Qualifications:

- Must be a graduate of Bachelor's Degree in Business Administration and other related fields;
- Experience in government office is an advantage;
- Results-oriented, analytical, and can work under pressure with minimum supervision;
- With good decision making and analytical thinking skills;
- With excellent oral and written communication skills.

#### Job Description:

- Validates and ensures the correctness of the payee's account details;
- Prepares and processes the LDDAP-ADA / ADA for pre-audited transactions with an approved and signed disbursement voucher;
- Sends notification of LDDAP-ADA submitted to the bank via email and a copy of validated LDDAP-ADA to the concerned Project Manager for the released project funds;
- Prepares reports of ADA and checks issued and uploads reports to the intranet;
- Monitors voucher tracking and analyzes results to measure effectiveness of the objective of the disbursement and release of funds' process;
- Prepares and encodes details in the Official Receipt with Order of Payment and deposit slip;
- Prepares daily and monthly accountability reports for Accounting and COA submissions;
- Updates and encodes details of LDDAP-ADA and check processed on the Registry of Allotments, Obligations, and Disbursements (RAOD);
- Processes the Financial Data Entry System (FinDES) of payroll for review and approval of authorized signatories;
- Prepares and processes the necessary documents required for the application to purchase foreign currency and overseas telegraphic transfer;



- Manages and maintains internal and external creditors' databases;
- Prepares a memo, transmittal, response letter, and other office communications, as needed;
- Prepares and monitors the purchase request, cash program, and PPMP of the section;
- Provides administrative and support services to the section;
- Performs other duties of a regular or special nature as assigned.

### Competencies:

- **Core Competencies:** Delivering Service Excellence; Promotion Innovation; Exemplifying Integrity;
- **Functional Competencies:** Planning, Organizing and Programming; Building Collaborative Working Relationships; Communicating Effectively; Managing Records and Information; Analytical Thinking and Decision Making;
- **Technical Competencies:** Finance and Admin.

PCIEERD encourages interested applicants including persons with disability (PWD), members of the indigenous communities and any sexual orientation and gender identities to submit scanned/soft copies of the following documents to [hr@pcieerd.dost.gov.ph](mailto:hr@pcieerd.dost.gov.ph) on or before **December 3, 2023**;

- Fully accomplished Personal Data Sheet (PDS; CSC Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the last rating period;
- Certificate of Eligibility/rating/license, if applicable;
- Transcript of Records and Diploma;
- Summary of trainings/seminars/workshops attended;
- Updated Resume; and
- Application Letter addressed to:

DR. ENRICO C. PARINGIT

Executive Director

Please indicate the position, division and posting number (**PAO I – FAD-51-23**) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail, and keep your lines open. ***Applications with incomplete documents will not be processed.***