

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines System
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS NO. 2022-14

| POSITION | UNIT/OFFICE | ITEM NUMBER | MINIMUM QUALIFICATIONS | | | | DEADLINE OF APPLICATION |
|--|--------------------------|-------------------|---------------------------------------|-------------------------------|------------------------------|--|-------------------------|
| | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | |
| One (1) Administrative Officer III SG-14 | Philippine Genome Center | UPSB-ADOF3-4-2021 | Bachelor's degree relevant to the job | 1 year of relevant experience | 4 hours of relevant training | Career Service (Professional) / Second Level Eligibility | 07 July 2022 |
| <p>S/he will monitor, prepare, and report the entire Center's revenues from research grants, client services, etc. She is expected to liaise with funding agencies, clients, project leaders, proponents on financial reporting, and budget preparation</p> <p><u>Pre-project Assistance:</u> a. Assist proponent/ Project Leader in reviewing proposed Line-Item-Budget (LIB), ensuring correctness of entries b. Maintain communication and coordinate with project coordinator (of funding agencies) the required documents relevant to the approval of the project; c. Once the proposal is approved, facilitate the signing and approval of the Memorandum of Agreement in accordance to UP-PGC's SOP; d. Transmit the signed MOA to funding agency and once notarized submit MOA to OSU for BOR confirmation, and subsequently request for a sub-account from UP System Accounting Office.</p> <p><u>Research Project Monitoring:</u> e. Follow-up and monitor the release of grant to PGC, once released communicate with UP System Cash Office for the Issuance of Official Receipt; f. Transmit Official Receipt to funding agency, and subsequently coordinate with UP System Accounting Office for the creation of "Books of Accounts"; g. Coordinate with project leader and project personnel on PGC's SOP in preparing purchase requisitions; processing of Contract of Services, basic paper, and time sheets, correct monitoring of the project's budget and disbursements; h. Work closely with the project assistant in monitoring disbursements (book of accounts) of project for timely preparation of financial reports; i. Serves as the Project Assistant of research projects spearheaded by the Executive Director; j. Monitor all PGC research projects in parallel with UP System Accounting Office; k. Submit quarterly, annual and terminal financial reports to Accounting Office and Funding Agency; l. Upon project completion, facilitate the return of Unutilized Budget (UB) to the funding agency in coordination with the Project Leader, PGC JOM, Accounting Office and Cash Office of the UP System; m. Facilitate and Prepare documentation for fund transfers to CUs/Implementing agencies;</p> <p><u>Coordinative-function</u> n. Work closely with the Proponent/ Project Leader, Project Assistant, funding agency's project coordinator; o. Liaise with TTBDO, OVPLA, OVPAA, Accounting Office and funding agencies. p. Perform other duties that may be require by the Executive Director.</p> | | | | | | | |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit through email at hrdo.upsystem@up.edu.ph:

Required Documents:

1. Letter of application addressed to Prof. Ariel S. Betan
2. CS Form No. 212 Revised 2017: Personal Data Sheet (PDS) with attached Work Experience Sheet
3. Photocopy of Scholastic Record/Academic Record such as diploma **and** transcript of records (TOR)
4. Original copies or certified true copies of Certificates of Employment, Contracts, Appointments, Office Orders or Service Record
5. Photocopy of Training Certificates or Learning and Development Interventions
6. Photocopy of certificate of eligibility/rating/license

Supplemental Documents (if any):

7. Performance Ratings or Certificate of Performance for the last two (2) rating periods (i.e. January to June 2021 and July to December 2021) with at least Very Satisfactory ratings or its equivalent
8. Certificate/s of Awards/Citation/Commendation

Note:

- 1) *Applicants with incomplete Required Documents shall not be considered to be included in the list of qualified candidates.*
- 2) *Submission of Supplemental Documents is encouraged.*
- 3) *Late submission shall not be accepted.*
- 4) *Submission should only be made through email (hrdo.upsystem@up.edu.ph). Walk-in applicants will not be entertained as of this time to secure the health and safety of the applicants and the employees.*


ARIEL S. BETAN

Acting Director, UP System HRDO
and AVP for Administration
27 June 2022