

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Project Assistant I (SG-8) position from the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Assistant I (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-8
Place of Assignment:	PCAARRD-GIA Project: "Sustainable and Eco-Responsive Bamboo Textile Fiber Processing" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)	Salary Rate:	PHP 22,798.00/month

Brief Description of Duties and Responsibilities:

1. Prepare and facilitate procurement documents related transactions;
2. Prepare and ensure timely submissions of documents needed for salary processing of all personnel involve under the project where he/she is assigned;
3. Keep and update a record book of the project where incoming and outgoing documents are logged;
4. Record and file all relevant documents of the project including but not limited to accomplishment reports, agreements, and correspondences in an online and physical accessible locations;
5. Prepare a weekly report of the activities undertaken related to his/her functions;
6. Coordinate/inquire with possible service, testing, supplies, materials, chemicals, and/or equipment suppliers;
7. Keep, and update program schedule/calendar including deadlines, activities, meetings, and other related assignments.

Minimum Qualifications:

Education:	Completion of two years studies in college
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Graduate of any four-year course
Experience:	None required
Related Training:	None required
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **29 APR 2022**:

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) 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:

MATT ANTHONY M. PAREJA
Administrative Officer V and Head,
Human Resource and Records Management Section
Finance and Administrative Division
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 314, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City
Telephone No. 8372071-82 local 2373, 8837-0744
Email address: recruitment@ptri.dost.gov.ph

Requesting Official:


CELIA B. ELUMBA
Director IV

The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employees/applicants on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. PTRI has the following available facilities like: 1. Elevator and ramp are available for PWD; 2. Construction of rest rooms for SOGI; and 3. Provision of LCD projector and screen for visually and hearing-impaired persons.

DATE POSTED:

26 APR 2022