

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Assistant II (SG-10) position of the Finance and Administrative Division is vacant. The aforesaid position is proposed to filled up immediately.

Position Title : Project Assistant II
Item No. : Contractual Position
Salary Grade : SG-10
Salary rate : 25,446.00/month

Qualification Requirements:

Education : Completion of two years studies in college
Experience : 2 years of relevant experience
Related Training : 8 hours of relevant training
Eligibility : None required
Place of Assignment : DOST-GIA Project - "Establishment of Regional Yarn Production and Innovation Center" of the Human Resource and Records Management Section, Finance and Administrative Division

Brief Description of Duties and Responsibilities:

1. Collect and validate HRMIS/DTR entries with corresponding attachments for Contract of Service (CoS)/Job Order (JO) personnel.
2. Prepare payroll of salaries and benefits of CoS and JO personnel.
3. Prepare monthly pay slips for CoS and JO personnel.
4. Process payment of salaries and benefits, and provide update to Project Leaders and employees.
5. Provide answers to inquiries from project Leaders and employees related to payroll processing.
6. Maintain, update and control the 201 Personnel File of Contract of Service (CoS) and Job Order (JO) personnel.
7. Prepare documents for the recruitment, selection, and placement of COS and JO personnel.
8. Prepare related documents for the renewal of CoS and JO personnel.
9. Prepare reports and correspondence.
10. Track and provide updates to Project Leaders and employees on HR related matters.
11. Perform liaisoning functions relative to CoS and JO matters.
12. Perform other related tasks and assignments as maybe assigned.

Remarks:

- 1.
- 2.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than 13 JAN 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 2 pcs. passport size picture with signature over handwritten name;
4. Photocopy of certificate of eligibility/ratings/license (submit authenticated copy upon the date of interview);
5. Photocopy of Transcript of Records & Diploma (Certified true copy);
6. Performance Evaluation Rating in the 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested at the PTRI-HRRMS);
8. Photocopy of Training Certificates (submit certified true copy upon date of interview);
9. NBI Clearance (if not available, submit the online booking slip upon the date of pre-qualifying examination); and
10. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Requesting Official:


CELIA B. ELUMBA
Director IV

Please forward all applications to:

CORAZON I. TAPULGO
Chief, Finance and Administrative Division and
Chairperson, PTRI Human Resource Merit
Promotion and Selection Board (PTRI-HRMP SB)
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 300, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City
Telephone No. 8372071-82 local 2362;
Email address: recruitment@ptri.dost.gov.ph

OR MATT ANTHONY M. PAREJA
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 2377; 2378
Email address: recruitment@ptri.dost.gov.ph

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

10 JAN 2022