

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 from the Research and Development Division (RDD) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Assistant II (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-10
Place of Assignment:	DOST-GIA Project 1: Colorimetric and Performance Standardization of NatDyes Produced in Various NatDyes Hubs in the Philippines - Year 2 of the Research and Development Division (RDD)	Salary Rate:	PHP 26,628.00/month

Brief Description of Duties and Responsibilities:

- Prepare, facilitate and oversee procurement documents and related transactions;
 - Facilitate and follow-up salary processing of all personnel involved under the program;
 - Prepare and facilitate official request of vehicle, gate pass and other internal forms and documents pertinent to the implementation of the project;
 - Prepare and facilitate accomplishment of travel document;
 - Keep and update an online financial accounting of the program expenditures;
 - Coordinate/inquire with possible service, testing and/or equipment suppliers;
 - Prepare and present weekly and monthly progress reports in accordance within the prescribed format;
 - Prepare and facilitate quarter and financial report;
 - Assist in the conduct of preventive maintenance of the equipment situated at NatDyes Center;
- Record and file all relevant documents of the project including but not limited to accomplishment reports and agreements;
 - Prepare weekly report of the activities undertaken related to his/her functions;
- Keep and update program schedule/calendar including deadlines, activities, meetings and other related assignments;
 - Attend meeting as may be assigned by the Project Leader, RDD and other DOST-PTRI;
 - Perform 5s of assigned work/office area;
 - Other tasks and assignments related to the project as maybe assigned.

Minimum Qualifications:

Education:	Completion of two years studies in College
Experience:	2 years of relevant experience
Related Training:	8 hours of relevant training
Eligibility:	None required

Preferred Qualifications:

Education:	Graduate of any Bachelor's degree
Experience:	2 years of relevant experience
Related Training:	8 hours of relevant training
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 12 JUN 2022:

Documentary Requirements:


- Application letter;
- Comprehensive Resumé;
- 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;
- Authenticated/certified true copy of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- 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: 09 JUN 2022