

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
Place of Assignment:	DOST-GIA Project : "Integrated Community-scale Textile Fiber Innovation Hubs in Northern Luzon" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)	Salary Grade:	SG-8
		Salary Rate:	PHP 22,798.00/month

**Brief Description of Duties and Responsibilities:**

- Project Support and Management;
  - Keep, update, and monitor procurement transactions related to the project in Apayao or Isabela where they will be assigned;
  - Coordinate with Project Assistant II of the project, assigned in the DOST-PTRI office relating to project activities including but not limited to meeting and travel coordination, project documentations among others;
  - Draft minutes of meetings and take note of the actions to be taken;
- Project secretariat;
  - Prepare and facilitate procurement documents and related transactions;
  - Prepare and facilitate the preparation of pre and post travel documents;
  - Conduct clerical revision of communications, agreements, and other related documents of the program;
  - Prepare and ensure timely submissions of documents needed for salary processing of all personnel involve under the project where he/she is assigned;
  - Keep and update a record book of the project where incoming and outgoing documents are logged;
  - 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;
  - Prepare a weekly report of the activities undertaken related to his/her functions;
- Project administration;
  - Coordinate/assist and/or facilitate meetings preparations e.g., venue, schedule and time;
  - Coordinate /inquire with possible service, testing, supplies, materials, chemicals, and/or equipment suppliers;
  - Keep and update program schedule/calendar including deadlines, activities, meetings and other related assignments;
- Other tasks and assignments related to the program as maybe assigned.

**Minimum Qualifications:**

Education:	Completion of two years studies in College
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	None required

**Preferred Qualifications:**

Education:	Bachelor's degree relevant to the job
Experience:	1 year of relevant experience
Related Training:	4 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 **30 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](http://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: **27 JUN 2022**