

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

NOTICE OF VACANCY

A notice is hereby given that the Administrative Aide VI (SG-6) position from the Finance and Administrative Division is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title : Administrative Aide VI
Item No. : PTRIB-ADA6-15-2004
Salary Grade : SG -6
Salary rate : P16,877.00/month
Plus other benefits under RA 8439

Qualification Requirements:

Education : Completion of two-years studies in College
Experience : 1 year of relevant experience
Related Training : 4 hours of relevant training
Eligibility : Career Service (Sub-professional)/First Level Eligibility

Place of Assignment : Finance and Administrative Division

Brief Description of Duties and Responsibilities:

1. Assists Office of the Chief FAD in the daily operation including facilitation of meetings and prior commitments;
2. Conducts internal audit and check completeness of documentary requirements of FAD- related concerns prior the action of Chief FAD;
3. Monitors submission and timely filing of documents relative to ISO-Functional Objective, ARTA,PMT,MO,PBB,COA,CSC, DBM,DOST, and other various records for easy retrieval;
4. Drafts AO, Memo, and other correspondences;
5. Monitors incoming correspondence in TRACE and other actions made; and
5. Perform other duties that may be assigned.

Remarks:

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 21 MAR 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. Photocopy of certificate of eligibility/ratings/license; and/or 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 last 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested from 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-HRMPSB)
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
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 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

DATE POSTED : 11 MAR 2022