

**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 - Northern Luzon" of the Property, Procurement and General Services Section, Finance and Administrative Division

**Brief Description of Duties and Responsibilities:**

1. Assist in the preparation of Bid Documents for public bidding of various Equipment and infra projects.  
- Preparation of Notice of Meetings, Attendance Sheets, Bidding process Status.  
- Monitoring the status of the purchases, procurements and financial concerns made.  
- Encoding data, reports, revisions on all documents under public Bidding.
2. Assist in the canvassing of laboratory supplies and equipment and monitoring of Various Purchase Order issued to suppliers
3. Assist in the preparation of the List of Accredited Suppliers, Suppliers Evaluation Sheet and Supplier Information Sheet for newly accredited suppliers in compliance to ISO 9001:2015 Quality Management System.
4. Monitoring the status of the project's purchase, procurements, financial Concerns and handling the administrative concerns of
5. Assist in routine clerical task and recording of incoming and outgoing of documents in the PPGSS
6. Fax / Email documents to various suppliers and assist in the incoming and outgo in calls of PPGSS
7. Assist in the preparation of Property Acknowledgement Receipt (PAR) Inventory Custodian Slip (ICS), Requisition and Issue Slip (RIS) and Report of Supplies and Materials Issued (RSMI).
8. Does other related activities that may be assigned from time to time.

**Remarks:**

1.

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 05 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](http://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 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](mailto: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](mailto: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 : 02 MAR 2022