

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 - Chemicals, Dyes, Auxiliaries and By-products Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

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|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------|
| Position Title: | Project Assistant II (Contract of Service) | Item No.: | N/A |
| Place of Assignment: | DOST-GIA Project: Sustainable Meltblown Nonwoven Textiles for Mask Filters and Packaging Application of the Research and Development Division - Chemicals, Dyes, Auxiliaries, and By-Products Utilization Section (RDD-CDABUS) | Salary Grade: | SG-10 |
| | | Salary Rate: | PHP 26,628.00/month |

Brief Description of Duties and Responsibilities:

1. Prepare and facilitate, and oversee procurement documents and related transactions;
2. Facilitate and follow-up salary processing of all personnel involved under the program;
3. Prepare and facilitate official request of vehicle, gate pass, and other internal forms and documents pertinent to the implementation of the project;
4. Record and file all relevant document of the project including but not limited to accomplishment reports, agreements, and correspondences;
5. Keep and update program schedule/calendar including deadlines, activities, meetings, and other related assignments; and
6. Perform other related tasks.

Minimum Qualifications:

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

Preferred Qualifications:

| | |
|-------------------|---------------------------------------------------|
| Education: | Completion of two years studies in college |
| Experience: | 2 years 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 25 MAY 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. *Authenticated/certified true copy* of certificate of eligibility/ratings/license;
5. Photocopy of Transcript of Records & Diploma;
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;
9. NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
10. 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: 20 MAY 2022