

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant I (SG-10) position from the Research and Development Division -Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS) is vacant (anticipated). The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Administrative Assistant I (Contract of Service) (Anticipated Vacancy)</b>	Item No.:	<b>N/A</b>
		Salary Grade:	<b>SG-10</b>
Place of Assignment:	<b>DOST GAA-CI Project: "Establishment of Regional Natdyes Hubs and Facilities for the Production and Innovation of Philippine Natrual Dyes" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS)</b>	Salary Rate:	<b>PHP 27,811.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Act as assistant of the RDD Secretariat and RDD Office;
2. Proofread all incoming documents for the Division Chief's signature;
3. Facilitate and review all Division's legal documents including but not limited to Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Terms of Reference (TOR), Contract of Service, Joint Research Undertaking, and Open Laboratory Contracts;
4. Submission of weekly reports in accordance with prescribed format on every last day of the work week;
5. Facilitate weekly, monthly, and quarterly meetings and submission of action sheets within the prescribed deadline;
6. Monitor and facilitate the tracking of submission of Intellectual Property, technical papers, travel reports, and monthly/quarterly reports;
7. Assist in the preparation and monitoring of documents in compliance to ISO 9001:2015;
8. Facilitate and monitor all deliveries including equipment, supplies, and materials;
9. Perform 5S and maintain office area;
10. Conduct monthly/quarterly inventory of supplies and materials procured by the project;
11. Keep and update in a digital and hard copy of all Division-related documents;
12. Other tasks and assignments related to the program/project may be assigned;
13. Attend meetings as may be required by the Project Leader, the Research and Development Division (RDD), the PTRI, and the funding agency.

**Minimum Qualifications:**

Education:	<b>Bachelor's degree</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>None required</b>

**Preferred Qualifications:**

Education:	<b>BS Political Scienc, Public Administration, Internal Relations, Public Policy and other related courses</b>
Experience:	<b>None required</b>
Related Training:	<b>with atleast 4 hours of ISO 9001:2015 training</b>
Eligibility:	<b>None required</b>

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

**21 APR 2023**

**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. *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:

Requesting Official:

**MERLITA R. ODI**  
Officer-in-Charge, 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](mailto:recruitment@ptri.dost.gov.ph)

**JULIUS L. LEAÑO, JR., PhD**  
Officer-in-Charge, Office of the Director

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.

**18 APR 2023**

DATE POSTED: