

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative I (SG-4) position from the Commission on Audit - GAA Funded CY 2023 is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative I (Contract of Service)	Item No.:	N/A
Place of Assignment:	GAA Funded CY 2023 - COA - PTRI	Salary Grade:	SG-4
		Salary Rate:	PHP 18,703.00/month

Brief Description of Duties and Responsibilities:

1. Assist in the daily operations of the COA personal;
2. Verify records created by other employee's division;
3. Updating and maintaining auditing records;
4. Photocopy and scan documents necessary in the conduct of audit by the COA Team;
5. Records all incoming and outgoing documents for immediate and quick search;
6. Complies, maintains and retrieves a system of departmental records, reports and database;
7. Assist in creating and modifies various documents using Microsoft Office;
8. Assist to encode and file materials according to the established procedures;
9. Provide an Administrative support to COA Management and other personnel;
10. Provide assistance to Auditor to complete Monthly/Quarterly audits within preset deadlines;
11. Ensure efficient communication of messages and professional telephone interaction;
12. Custody of vouchers;
13. Encoding of working papers for audit purpose as provided on the basis of templates;
14. Other related task associated with the office clerk as required.

Minimum Qualifications:

Education:	Completion of two year studies in college
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Completion of two year studies in college
Experience:	None required
Related Training:	None required
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 02 MAY 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) 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:

MERLITA R. ODI
Administrative Officer V and 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

Requesting Official:


JULIUS L. LEÑO JR.
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.

DATE POSTED: 27 APR 2023