

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 Research and Development Division 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:	DOST-GAA CICA Project entitled " Establishment of NatDyes Hub"	Salary Grade:	SG-4
		Salary Rate:	PHP 18,703.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved work plan.
2. Assist in the submission of monthly, quarterly, terminal project financial reports and other necessary attachments in accordance with the DOST-GIA formats within the prescribed timeline.
3. Assist in the submission of weekly reports in accordance with the prescribed format on every last day of the work week.
4. Facilitate weekly, monthly, and quarterly meetings and submission of action sheets within the prescribed deadline.
5. Facilitate routing of all incoming and outgoing project related documents.
6. Monitor the processing of payment of salaries and benefits, and provide update to Project Leaders and employees.
7. Assist on the financial management and utilization of project funds
8. Facilitate drafting Purchase Request related to the project.
9. Retrieve, manage, release and control project incoming and outgoing documents within the prescribed deadline.
10. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project.
11. Keep and update a digital and hard copy of all project-related documents.
12. Perform 5S and maintain office area.
13. Other tasks and assignments related to the program/project as may be assigned.

Minimum Qualifications:

Education:	Completion of two years studies in college
Experience:	none required
Related Training:	none required
Eligibility:	Career Service (Sub professional) First Level Eligibility

Preferred Qualifications:

Education:	Completion of 2-yr 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 07 AUG 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:

ROSE MARTHY B. ANGELES
Administrative Officer IV 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. LEAÑO JR.
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:

02 AUG 2023