

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 - Natural Fiber Utilization Section (RDD-NFUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Administrative Assistant I (Contract of Service)</b>	Item No.:	<b>N/A</b>
		Salary Grade:	<b>SG-10</b>
Place of Assignment:	<b>DOST-GIA Project: "Field Verification of Bamboo Textile Fiber Technology using Giant Bamboo (Dendrocalamus asper) in Northern Mindanao" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)</b>	Salary Rate:	<b>PHP 27,811.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Implement and conduct project activities according to the approved workplan
2. Input and monitor financial and project fund utilization in accordance to the RDD Secretariat Monitoring Sheet
3. Submission of monthly, quarterly, terminal project financial reports and other necessary attachments in accordance to DOST-GIA formats within the prescribed timeline
4. Submission of weekly reports in accordance with the 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. Facilitate communication with suppliers and acts as a liaison officer of the project
7. Collect and validate HRMIS/DTR entries with corresponding attachments for Contract of Service (CoS)/Job Order (JO) personnel.
8. Prepare and facilitate processing of payrolls of salaries and benefits for COS and JO personnel.
9. Monitor the processing of payment of salaries and benefits, and provide update to Project Leaders and employees.
10. Retrieve, manage, release and control project incoming and outgoing documents within the prescribed the deadline
11. Facilitate and monitor cash advances are liquidated within the prescribed deadline
12. Draft and facilitate honoraria documents one month before end of each quarter of the project
13. Perform 5S and maintain office area
14. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project.
15. Conduct monthly/quarterly inventory of supplies and materials procured by the project
16. Keep and update in a digital and hard copy of all project-related documents
17. Other tasks and assignments related to the program/project as may be assigned.

**Minimum Qualifications:**

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

**Preferred Qualifications:**

Education:	<b>Bachelor of Science in Office Management, BS Finance Management and other related course</b>
Experience:	<b>None required</b>
Related Training:	<b>Project Management, Financial Management</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 14 FEB 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:

**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](mailto:recruitment@ptri.dost.gov.ph)

Requesting Official:

  
**JULIUS L. LEANO, 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.

DATE POSTED:

07 FEB 2023