

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:	Project Administrative Assistant I (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-10
Place of Assignment:	DOST-GIA Project: "Regeneration of Spent Liquor in Bamboo Textile Fiber (BTF) Production Towards Circularity and Efficiency in BTF Processing" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)	Salary Rate:	PHP 27,811.00/month

**Brief Description of Duties and Responsibilities:**

1. Collect and validate HRMIS/DTR entries with corresponding attachments for Contract of Service (CoS)/Job Order (JO) personnel;
2. Prepare and facilitate processing of payrolls of salaries and benefits for COS and JO personnel;
3. Monitor the processing of payment of salary and benefits, and provide update to Project Leaders and employees;
4. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
5. Retrieve, manage, release and control project incoming and outgoing documents within the prescribed deadline;
6. Draft and facilitate honoraria documents one month before end of each quarter of the project;
7. Performed 5S and maintain office area;
8. Other tasks and assignments related to the program/project as maybe assigned.

**Minimum Qualifications:**

Education:	Bachelor's degree
Experience:	None required
Related Training:	None required
Eligibility:	None required

**Preferred Qualifications:**

Education:	BS Accounting Technology/BS Accountancy
Experience:	at least 1 year experience
Related Training:	4 hours training
Eligibility:	None required

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

20 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
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, MBA**  
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. 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,

DATE POSTED: 17 FEB 2023