

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Aide VI (SG-9) position from the Office of the Director - Gender and Development Committee - GAA project entitled, "Mainstreaming of Gender and Development in the DOST-PTRI Programs, Activities, and Services" is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Aide VI (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-9
Place of Assignment:	GAA project entitled, "Mainstreaming of Gender and Development in the DOST-PTRI Programs, Activities, and Services"	Salary Rate:	PHP 25,355.00/month

Brief Description of Duties and Responsibilities:

1. Provides administrative assistance in the implementation of DOST-PTRI GAD Mainstreaming activities;
2. Assists in set up and maintenance of date repository related to GAD activities;
3. Assists in the preparation of the DOST-PTRI GAD Accomplishment Reports and other GAD-related documents that may be required by the DOTS-GAD, DBM and PCW;
4. Assists in coordinating with DOST-PTRI GAD, Philippine Commission on Women, and other agencies in GAD-related activities; and
5. Perform other related duties that the TWF Chairperson may assign.

Minimum Qualifications:

Education:	Completion of 2-year studies in college
Experience:	1 year of relevant experience
Related Training:	4 hrs. relevant training
Eligibility:	None required

Preferred Qualifications:

Education:	Bachelor's Degree (Preferably in Development Communications, Economics, and Social Science related courses.
Experience:	1 year of relevant experience
Related Training:	4 hrs. relevant training
Eligibility:	None required

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

24 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) 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:

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


JULIUS F. 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: **21 FEB 2023**