

**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 - Technology Transfer, Information, and Promotion Staff - GIA project entitled, "IMPACT: Strengthening of the DOST-PTRI's Technology Management System to Accelerate Technology Adoption" 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
Place of Assignment:	Bicutan-GIA project entitled, "IMPACT: Strengthening of the DOST-PTRI's Technology Management System to Accelerate Technology Adoption"	Salary Grade:	SG-9
		Salary Rate:	PHP 25,355.00/month

Brief Description of Duties and Responsibilities:

1. Complete the task assigned in the overall implementation of the Project;
2. Perform secretarial work for the implementation of the project
3. Facilitation all procurement-related of the project from the preparation of Purchase Requests up to the delivery of goods and services;
4. Encoding of various documents;
5. Preparation of the project meeting and meeting with the customers;
6. Maintaining project records/documents and ensuring all records/documents are scanned before;
7. Organize and manage the filing of ISO-related records and documents;
8. Provide secretarial/clerical assistance to the Head of OD-TIPS in the discharge of the overall functions of the unit;
9. Perform other related duties that may be assigned from time to time

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:	Completion of 2-year studies in college
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 09 JUL 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.

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: 06 JUL 2023