

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 Technical Services Division 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
Place of Assignment:	Bicutan - 2023 DOST-GIA Funded Project "Establishment of Regional Yarn Production and Innovation Center-Mindanao"	Salary Grade:	SG-10
		Salary Rate:	PHP 27,811.00/month

Brief Description of Duties and Responsibilities:

- Monitoring the status of the project's purchases, procurements, and financial concerns, and handling the administrative concerns of RYPIC-Mindanao project.
- Assist in the preparation of Property Acknowledgement Receipt (PAR), Inventory Custodian Slip (ICS), Requisition and Issue Slip (RIS), and Report of Supplies and Materials Issued (RSMI) for RYPIC-Mindanao project;
- Assist in the canvassing of laboratory supplies and equipment and monitoring of Various Purchase Orders issued to suppliers for RYPIC-Mindanao project;
- Assist in the preparation of the List of Accredited Suppliers, Suppliers Evaluation Sheet, and Suppliers Information Sheet for newly accredited suppliers in compliance with ISO 9001:2015 Quality Management System, giving priority to the RYPIC-Mindanao project.
- Assist in routine clerical tasks and recording of incoming and outgoing documents in the PPGSS for RYPIC-Mindanao project;
- Assist in the preparation of Bid Documents for public bidding of various Equipment and infra projects for RYPIC-Mindanao project.
- Preparation of Notice of Meetings, Attendance Sheets, Bidding process Status.
- Monitoring the status of the project's purchases, procurements, and financial concerns, and handling the administrative concerns of RYPIC-Mindanao project.
- Encoding date, reports, and revisions on all documents under Public Bidding;
- Does other related activities that may be assigned from time to time.

Minimum Qualifications:

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

Preferred Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	2 yr of relevant experience
Related Training:	8 hrs of 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 **16 JUL 2023**:

Documentary Requirements:

- Application letter;
- Comprehensive Resumé;
- 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;
- Authenticated/certified true copy of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- 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:

13 JUL 2023