

**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:	<b>Project Administrative Aide VI (Contract of Service)</b>	Item No.:	<b>N/A</b>
		Salary Grade:	<b>SG-9</b>
Place of Assignment:	<b>Bicutan-GIA project entitled, "IMPACT: Strengthening of the DOST-PTRI's Technology Management System to Accelerate Technology Adoption"</b>	Salary Rate:	<b>PHP 25,355.00/month</b>

**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:	<b>Completion of 2-year studies in college</b>
Experience:	<b>1 year of relevant experience</b>
Related Training:	<b>4 hrs. relevant training</b>
Eligibility:	<b>None required</b>

**Preferred Qualifications:**

Education:	<b>Completion of 2-year studies in college</b>
Experience:	<b>1 year of relevant experience</b>
Related Training:	<b>4 hrs. relevant training</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

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**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:

**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](mailto: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:

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