

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:	<b>Project Administrative Assistant I (Contract of Service)</b>	Item No.:	<b>N/A</b>
Place of Assignment:	<b>Bicutan - 2023 DOST-GIA Funded Project "Establishment of Regional Yarn Production and Innovation Center-Mindanao"</b>	Salary Grade:	<b>SG-10</b>
		Salary Rate:	<b>PHP 27,811.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Prepare and control Budget Utilization Request and Status (BURS) including the evaluation of claims and completeness of supporting documents;
2. Prepare and maintain the Registry of Allotments, Obligations and Disbursements (RAOD) under Funder 184;
3. Maintain and control the financial status of projects under Fund 184;
4. Provide project fund utilization and balances as required/requested by the project proponent;
5. Monitor the functional objectives relative to ISO 9001:2015;
6. Perform other related tasks that may be assigned.

**Minimum Qualifications:**

Education:	<b>Bachelor's degree</b>
Experience:	<b>none required</b>
Related Training:	<b>none required</b>
Eligibility:	<b>none required</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's degree relevant to the job</b>
Experience:	<b>2 yr of relevant experience</b>
Related Training:	<b>8 hrs of relevant training</b>
Eligibility:	<b>Civil Service - Professional Eligibility</b>

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 06 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](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. LEÑO, 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: 03 JUL 2023