

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 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:	2023 GAA-Funded Project "Knowledge Transfer and Commercialization of PTRI Technologies"	Salary Grade:	SG-9
		Salary Rate:	PHP 25,355.00/month

**Brief Description of Duties and Responsibilities:**

1. Provides overall assistance with the implementation of the OD-TIPS;
2. Performs secretarial work such as but not limited to - Facilitation of all procurement-related of the project from the preparation of Purchase Request up to the delivery of goods and services;
  - Encoding of various documents
  - Preparation of the project meeting and/or meeting with the customers;
  - Maintaining project records/documents and ensuring all records/documents are scanned before filing;
  - Assist the project management team in all administrative work related to the project;
3. Handles the inventory of textiles materials
4. Provides assistance in the preparation and maintenance of ISO-related records and documents;
5. Digitizes the TIP's related records and documents and creates and maintains a centralized filing system for the same;
6. Provides secretarial/clerical assistance to the Head of OD-TIPS in the discharge of the the overall functions of the unit;
7. Perform other related duties that may be assigned by the Head, OD-TIPS

**Minimum Qualifications:**

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

**Preferred Qualifications:**

Education:	Bachelor's degree relevant to the job
Experience:	none required
Related Training:	none required
Eligibility:	none required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 26 JUN 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:

Requesting Official:

**MERLITA R. ODI**

Administrative Officer V 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)

**JENNELLE E. CAYA**  
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.

23 JUN 2023

DATE POSTED: \_\_\_\_\_