

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant III (SG-12) position from the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Assistant III (Contract of Service)	Item No.:	N/A
Place of Assignment:	DOST-GIA Project: "Covert Technology Towards Sustainability and Protection of the Philippines Textile Sectors" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)	Salary Grade:	SG-12
		Salary Rate:	PHP 34,998.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved workplan
2. Input and monitor financial and project fund utilization in accordance to the RDD Secretariat Monitoring Sheet
3. Act as an Assistant to the RDD and RDD Secretariat
4. Oversee and monitor the releases, templates and correctness of all DOST-GIA Projects documents
5. Submission of monthly, quarterly, terminal project financial reports and other necessary attachments in accordance to DOST-GIA formats within the prescribed timeline
6. Submission of weekly reports in accordance with the prescribed format on every last day of the work week
7. Facilitate weekly, monthly, and quarterly meetings and submission of action sheets within the prescribed deadline
8. Facilitate communication with suppliers and acts as a liason officer of the project
9. Monitor the processing of payment of salaries and benefits, and provide update to Project Leaders and employees.
10. Assist in the conduct of laboratory experiments/activities as required by the project on the prescribed timeline
11. Retrieve, manage, release and control project incoming and outgoing documents within the prescribed the deadline
12. Facilitate and monitor cash advances are liquidated within the prescribed deadline
13. Draft and facilitate honoraria documents one month before end of each quarter of the project
14. Perform 5S and maintain office area
15. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project
16. Conduct monthly/quarterly inventory of supplies and materials procured by the project
17. Keep and update in a digital and hard copy of all project-related documents
18. Other tasks and assignments related to the program/project may be assigned.
19. Present monthly progress report.
20. Attend meetings as may be required by the Project Leader, the Research and Development Division (RDD), the PTRI, and the funding agency.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Bachelor's Degree
Experience:	Preferably with atleast one (1) year of experience in Project and Financial Management
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 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

JENNETTE 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.

DATE POSTED:

23 JUN 2023