

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide V (SG-8) 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 Technical Aide V (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-8
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 Rate:	PHP 23,693.00/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. Facilitate weekly, monthly, and quarterly meetings and submission of action sheets within the prescribed deadline
4. Collect and validate HRMIS/DTR entries with corresponding attachments for Contract of Service (CoS)/Job Order (JO) personnel.
5. Facilitate communication with suppliers and acts as a liason officer of the project
6. Submission of weekly reports in accordance with the prescribed format on every last day of the work week
7. Retrieve, manage, release and control project incoming and outgoing documents within the prescribed the deadline
8. Facilitate and monitor cash advances are liquidated within the prescribed deadline
9. Conduct monthly/quarterly inventory of supplies and materials procured by the project
10. Keep and update in a digital and hard copy of all project-related documents
11. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project.
12. Perform 5S and maintain office area
13. Present monthly progress report.
14. Attend meetings as may be required by the Project Leader, the Research and Development Division (RDD), the PTRI, and the funding agency.
15. Other tasks and assignmenets related to the program/project as may be assigned

**Minimum Qualifications:**

Education:	Completion of 2 year studies in college or High School Graduate with relevant vocational/trade course
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	None required

**Preferred Qualifications:**

Education:	Completion of 2 year studies in college or High School Graduate with relevant vocational/trade course
Experience:	Preferably with experience in Project and Financial Management
Related Training:	4 hours 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

**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 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**