

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 Finance and Administrative Division - Human Resource and Records Management Section is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Assistant I (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-10
Place of Assignment:	DOST PTRI – GAA of the Finance and Administrative Division - Human Resource and Records Management Section (FAD-HRRMS)	Salary Rate:	PHP 27,811.00/month

Brief Description of Duties and Responsibilities:

1. Digitize, control, and upload all institutional outgoing correspondences, project reports, and mailing documents emanating from within and outside the Institution and post via ERMS and TRACE System
2. Digitize, organize, and archive Test Reports in accordance and pursuant to ISO 17025
3. Digitize, post, and disseminate all the job vacancies of the Institution via Jobstreet, email, and bulletin board
4. Monitor and coordinate the status of all the Institutional correspondences addressed to DOST Central Office that needs to be signed by the Office of the Secretary or concerned Office such as Memorandum of Agreement, Travel Order, Special Order and all other related documents via ERMS System
5. Ensure that all the incoming documents including office issuances are digitize, post, control, and disseminated thru TRACE System/FOI System and/or Records email only if the Records Officer is on official leave, sudden trainings, institutional activities, and committee meetings
6. Digitize, monitor, and organize all Contracts, Non-Disclosure and Confidentiality (NDC), Memorandum of Agreement, Memorandum of Understanding and other legal documents for notarization
7. Labelling of active and inactive records
8. Assigned areas are upkept and maintained weekly
9. Participates in other HRRMS-related duties within the day with no more than 2 complaints

Minimum Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	Career Service (Professional) - Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	Career Service (Professional) - Second Level Eligibility

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **29 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:

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

Requesting Official:


JULIUS L. LEAÑO 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: **26 JUN 2023**