

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>
		Salary Grade:	<b>SG-10</b>
Place of Assignment:	<b>Bicutan -2023 DOST-GIA Funded Project "Establishment of Regional Yarn Production and Innovation Center-Northern Luzon"</b>	Salary Rate:	<b>PHP 27,811.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Collect and validate HRMIS/TR entries with corresponding attachments for Contract of Service (CoS) /Job Order (JO) personnel
2. Prepare payroll of salaries and benefits of CoS and JO personnel
3. Prepare related documents for the renewal of CoS and JO personnel
4. Maintain, update, and control the 201 Personnel File of Contract of Service (CoS) and Job Order (JO) personnel
5. Prepare monthly pay slips for CoS and JO personnel
6. Prepare documents for the recruitment, selection, and placement of CoS and JO personnel
7. Prepare reports and correspondence
8. Perform liaison functions relative to CoS and JO matters
9. Routing of HRRMS Internal and External Documents & perform other Records Management related activities
10. Provide answers to queries from Project Leader and Project Staff related to payroll processing
11. Track and provide updates to Project Leaders and employees on HR-related matters
12. Perform other tasks from time to time

**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>Completion of two years of studies in college</b>
Experience:	<b>2 yr of relevant experience</b>
Related Training:	<b>8 hrs of relevant training</b>
Eligibility:	<b>none required</b>

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](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:

**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)

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