

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 Finance and Administrative Division - Office of the Chief FAD is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Administrative Assistant III (Contract of Service)</b>	Item No.:	<b>N/A</b>
		Salary Grade:	<b>SG-12</b>
Place of Assignment:	<b>DOST PTRI – GAA of the Finance and Administrative Division - Office of the Chief FAD</b>	Salary Rate:	<b>PHP 34,998.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Act as secretariat and maintain the calendar of activities for the schedule meetings of Chief FAD
2. Record all incoming and outgoing documents of the office of Chief FAD
3. Summarize and update the submission of ISO 9001:2015 for Monthly monitoring and Quarterly Reports including ISO related audit reports
4. Maintain and update the file system both electronic and hard copies and other departmental records of Chief FAD
5. Monitor the TRACE and prepare communications such as email, memos, reports and other correspondence
6. Maintain inventory of supplies and prepare Purchase Request (PR) for supplies needed by the office Chief FAD
7. Encoded related tasks associated with the office and performed other duties that may be assigned.

**Minimum Qualifications:**

Education:	<b>Completion of two-year studies in college</b>
Experience:	<b>2 years of relevant experience</b>
Related Training:	<b>8 hours of relevant training</b>
Eligibility:	<b>Career Service (Professional) - Second Level Eligibility</b>

**Preferred Qualifications:**

Education:	<b>Completion of two-year studies in college</b>
Experience:	<b>2 years of relevant experience</b>
Related Training:	<b>8 hours of relevant training</b>
Eligibility:	<b>Career Service (Professional) - Second Level Eligibility</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:

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)

**JENNELIE 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: 26 JUN 2023