

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative I (SG-4) position from the Finance and Administrative Division - Property, Procurement and General Services Section (FAD-PPGSS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative I (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-4
Place of Assignment:	DOST PTRI – GAA of the Finance and Administrative Division - Property, Procurement and General Services Section (FAD-PPGSS)	Salary Rate:	PHP 18,703.00/month

Brief Description of Duties and Responsibilities:

1. Assignment of Vehicle Request Form and preparation of Trip Ticket within the date of receipt of request
Assigning of vehicle request, prepare trip ticket, daily report fuel consumption, daily monitoring of e-pass consumption and perform driving functions.
2. Transport PTRI Officials, employees, materials and equipment, etc within the date of receipt of request.
3. Check, assess, and inspect condition of the vehicles
4. Prepare and submit report of Fuel consumption and Official Travel every 30th day of the month
5. Pick up laboratory supplies and chemicals on COD basis from suppliers
6. Perform other related tasks

Minimum Qualifications:

Education:	Must be able to read and write/ Elementary School Graduate
Experience:	None required
Related Training:	None required
Eligibility:	Relevant MC 11 s. 1996 (Driver's License)

Preferred Qualifications:

Education:	Must be able to read and write/ Elementary School Graduate
Experience:	None required
Related Training:	None required
Eligibility:	Relevant MC 11 s. 1996 (Driver's License)

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**