

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 - Property, Procurement and General Services Section (FAD-PPGSS) 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 - Property, Procurement and General Services Section (FAD-PPGSS)	Salary Rate:	PHP 27,811.00/month

Brief Description of Duties and Responsibilities:

- Act as the Contract Management Staff of the End-users (Finance and Administrative Division (FAD), Office of the Director (OD), and Research and Development Division (RDD) for all procurement related concerns handled by Special Bids and Awards Committee (SBAC).
- Manage posting of RFQs in PhilGEPS portal, DOST PTRI website and DOST PTRI Bulletin Board, and collate all quotations from bidders corresponding to its RFQ within the prescribed timeline.
- Act as Liaison Staff of the DOST PTRI in relation to DBM-PS transactions such as checking of PR against PS Virtual Store. Preparation of APR and DV, routing for approval of HoPE, pickup items, and take custody of documents.
- Act as the central channel of communication for the SBAC with End-Users, project secretariats, and bidders (suppliers of goods, service providers, contractors of infrastructure projects and consultants), respond to emails and telephone calls, and draft Formal letters as need arises and keep confidentiality of data as per Data Privacy Act of 2012
- Monitoring various Purchase Orders and Notice to Proceed issued to suppliers through PPGSS and make necessary follow up through phone calls, emails and letters within the prescribed delivery period.
- Preparation, routing for signature, reproducing, and filling copies of Property Acknowledgment Receipt to the designate cabinets and folders of DOST-PTRI regular employees
- Coordination with the Project Teams of End-users for acceptance of various procurement transactions, provided instructions to end-users in accomplishing the Supplier Performance Evaluation, record in PPGSS Monitoring Sheet, and endorsed for IAR.
- Preparation and updating of documentary requirements in compliance with ISO 9001:2015 Quality Management System including disposal of records within the prescribed period set by National Archives of the Philippines.
- Act as Secretariat of the Disposal Committee of the DOST-PTRI, and perform other tasks may be assigned by the Committee such as preparation of documentary requirements for disposal of PPE as per COA rules and regulations.
- Act as Member of the DOST-PTRI Inventory Committee and perform other tasks may be assigned by the Committee such as conduct of Annual Inventory Taking and report of unserviceable PPEs as per COA rules and regulations.
- Initiate review and assessment of performance and recommend sanctions to the Head of Procuring Entity (HoPE), through the Bids and Awards Committee (BAC) against erring suppliers, contractors, service providers, and consultants including delisting/suspensions.
- Drafting and routing for approval of correspondences to various stakeholders, Memorandum and Administrative Orders for internal circulation, and responses to COA Audit Observation Memorandum as need arises.
- Act as Liaison Staff between PTRI and other regulatory agencies in processing and submission of documentary requirements for importation of equipment and delivery of controlled chemicals.
- Attend all meetings and discussions with the End-users and Chief, FAD and provide updates and advice regarding all procurement-related transactions handled by SBAC whenever as necessary.
- Manage and respond all emails received from various stakeholders such as students, suppliers, and concerned government agencies, and forward the same to the FAD-HRRMS for uploading in TRACE System.
- Perform weekly 5S in PPGSS and maintain upkeep of the assigned area.
- Monitor, record and safeguard the PPGSS supplies and Janitorial Service Providers in the Stock Room, and make necessary follow-ups to Janitorial Service Providers whenever as necessary.
- Perform other tasks not specified herein but in accordance to the competencies expected from the requested position.

Minimum Qualifications:

Education:	Bachelors Degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	Career Service (Professional) - Second Level Eligibility

Preferred Qualifications:

Education:	Bachelors 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:

- Application letter;
- Comprehensive Resumé;
- 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;
- Authenticated/certified true copy of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- 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

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**