

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant IV (SG-13) position from the Office of the Director is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Assistant IV (Contract of Service)	Item No.:	N/A
Place of Assignment:	2023 DOST-GAA	Salary Grade:	SG-13
		Salary Rate:	PHP 37,584.00/month

**Brief Description of Duties and Responsibilities:**

1. Establish, track, update and analyze tracking of assignments thru Administrative Order, Memorandum, notes or verbal instructions.
2. Draft correspondences in/for routine/templated answers
3. Monitor, update and analyze functional objective of Divisions and other Institutional commitment/accomplishment
4. Document, compile, and analyze clients of the Office of the Director
5. Submit weekly reports in accordance with the prescribed format on every last day of work week
6. Facilitate and monitor the procurement of supplies and materials
7. Act on tasks as may be assigned from time to time

**Minimum Qualifications:**

Education:	Bachelor's degree
Experience:	none required
Related Training:	none required
Eligibility:	none required

**Preferred Qualifications:**

Education:	Bachelor's degree in Communication, Office Administration, Management, Political Science
Experience:	none required
Related Training:	none required
Eligibility:	none required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 2 JUL 2023 July 2

**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:

**ROSE MARTHY B. ANGELES**  
Administrative Officer IV 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:

29 JUN 2023