

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 Technical Services Division - DOST GIA project entitled "Establishment of Regional Yarn Production and Innovation Center - Mindanao" is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Assistant III (Contract of Service)	Item No.:	N/A
Place of Assignment:	DOST GIA project entitled "Establishment of Regional Yarn Production and Innovation Center - Mindanao"	Salary Grade:	SG-12
		Salary Rate:	PHP 34,998.00/month

Brief Description of Duties and Responsibilities:

- Coordinate project activities and assist in the conduct of quarterly and other meetings as the need arises with the representatives from SUC, DOST Regional Offices, Private Partners, and other stakeholders in the implementation of the project components and prepare minutes of meetings;
- Consolidate, prepare, and submit the semi-annual/annual progress and other technical reports using the DOST-GIA prescribed forms relative to the implementation of the project before the set deadline of the monitoring/funding agency;
 - Control and monitor the following activities of the program in coordination with their respective Project Assistant Staff;
 - All procurement-related activities up to deliveries and secure purchase requests, purchase orders, sales invoices, and official receipts for the purchased equipment;
 - Budget utilization, progress, and terminal reports preparation and submission to the Program Leader and Funding Agency
 - Review and evaluation of Financial Reports and supporting documents of the three (3) facilities of the project using the new DOST-GIA prescribed forms
 - Attend the training/demonstration of all RYPIC-Mindanao machines and other auxiliaries
 - Attend the RYPIC-Mindanao and PTRI in-house on the Basic Textile Technology Course.
 - Perform 5S of assigned work/office area; and
 - Perform other related duties/tasks that may be assigned.

Minimum Qualifications:

Education:	Bachelor's Degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Bachelor's Degree (Preferably BS in Accountancy)
Experience:	2 year of relevant experience
Related Training:	8 hrs. of relevant training
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 05 MAR 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:

MATT ANTHONY M. PAREJA
Administrative Officer V and Head,
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. LEANO, JR., PhD
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: 02 MAR 2023