

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide V (SG-8) position from the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Aide V (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-8
Place of Assignment:	DOST-GIA Project: "Regeneration of Spent Liquor in Bamboo Textile Fiber (BTF) Production Towards Circularity and Efficiency in BTF Processing" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)	Salary Rate:	PHP 23,693.00/month

Brief Description of Duties and Responsibilities:

1. Collect and validate HRMIS/DTR entries with corresponding attachments for Contract of Service (CoS)/Job Order (JO) personnel;
2. Prepare and facilitate processing of payrolls of salaries and benefits for COS and JO personnel;
3. Monitor the processing of payment of salaries and benefits, and provide update to Project Leaders and employees;
4. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
5. Retrieve, manage, release and control project incoming and outgoing documents within the prescribed deadline;
6. Draft and facilitate honoraria documents one month before end of each quarter of the project;
7. Performed 5S and maintain office area;
8. Other tasks and assignments related to the program/project as maybe assigned.

Minimum Qualifications:

Education:	Completion of 2 years studies in college or High School Graduate with relevant vocational / trade course
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	None required

Preferred Qualifications:

Education:	BS Accounting Technology/BS Accountancy
Experience:	1 year of relevant experience
Related Training:	4 hours 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

20 MAR 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:

RICHARD G. APUYAN
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:

Ciam
CORAZON I. TAPULGO
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: **16 MAR 2023**