

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 of Service)	(Contract	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. Implement and conduct project activities according to the approved workplan;
2. Input and monitor financial and project fund utilization in accordance to the RDD Secretariat Monitoring Sheet;
3. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
4. Facilitate weekly, monthly, and quarterly meetings and submission of action sheets within the prescribed deadline;
5. Facilitate communication with suppliers and acts as a liaison officer of the project;
6. Monitor the processing of payment of salaries and benefits, and provide update to Project Leaders and employees;
7. Retrieve, manage, release and control project incoming and outgoing documents within the prescribed deadline;
8. Facilitate and monitor cash advances are liquidated within the prescribed deadline;
9. Assist in the facilitation of honoraria documents one month before the end of each quarter of the project;
10. Perform 5S and maintain office area;
11. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project;
12. Conduct monthly/quarterly inventory of supplies and materials procured by the project;
13. Keep and update in digital and hard copy of all project-related documents;
14. Other tasks and assignments related to the program/project may be assigned;
15. Attend meetings as may be required by the Project Leader, the Research and Development Division (RDD), the PTRI, and the funding agency.

**Minimum Qualifications:**

Education:	Completion of 2 year 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:	Completion of 2 year 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

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

**30 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](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:

Requesting Official:

**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

*Cian*  
**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,

DATE POSTED:

**27 MAR 2023**