

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Aide V (SG-8) position from the Research and Development Division - Chemical, Dyes, Auxiliaries and By-product Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Aide V (Contract of Service)	Item No.:	N/A
Place of Assignment:	DOST-GIA Project: "Sustainable Textiles for the Community-based Philippine Footwear Industries (STEP-IN)" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS)	Salary Grade:	SG-8
		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 monthly, quarterly, terminal project financial reports and other necessary attachments in accordance to DOST-GIA formats within the prescribed timeline;
4. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
5. Facilitate weekly, monthly, and quarterly meetings and submission of action sheets within the prescribed deadline;
6. Facilitate communication with suppliers and acts as a liaison officer of the project;
7. Collect and validate HRMIS/DTR entries with corresponding attachments for Contract of Service (CoS)/Job Order (JO) personnel;
8. Prepare and facilitate processing of payrolls of salaries and benefits for COS and JO personnel;
9. Monitor the processing of payment of salaries and benefits, and provide updates to Project Leaders and employees;
10. Retrieve, manage, release and control project incoming and outgoing documents within the prescribed deadline;
11. Facilitate and monitor cash advance are liquidated within the prescribed deadline;
12. Draft and facilitate honoraria documents one month before end of each quarter of the project;
13. Perform 5S and maintain office area;
14. Facilitate and monitor the procurement of equipment, supplies and materials as required by the project;
15. Conduct monthly/quarterly inventory of supplies and materials procured by the project;
16. Keep and update in a digital and hard copy of all project-related documents;
17. Other tasks and assignments related to the program/project may be assigned;

**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

31 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:

**JULIUS L. LEAÑO, 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: 28 MAR 2023