

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative I (SG-4) position from the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-products Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Administrative I (Contract of Service)</b>	Item No.:	<b>N/A</b>
		Salary Grade:	<b>SG-4</b>
Place of Assignment:	<b>DOST-GIA Project: "Functional Philippine Camouflage Fabric for Field Service Uniform (FSU)/ Battle Dress Uniform (BDU)" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-products Utilization Section (RDD-CDABUS)</b>	Salary Rate:	<b>PHP 18,703.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Implement and conduct project activities according to the approved work plan;
2. Assist in the submission of monthly, quarterly, terminal project financial reports and other necessary attachments in accordance with DOST-GIA formats within the prescribed timeline;
3. Assist in 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 routing of all incoming and outgoing project related documents;
6. Monitor the processing of payment of salaries and benefits, and provide update to Project Leaders and employees;
7. Assist on the financial management and utilization of project funds;
8. Facilitate drafting Purchase Request related to the project;
9. Retrieve, manage, release and control project incoming and outgoing documents within the prescribed deadline;
10. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project;
11. Keep and update a digital and hard copy of all project-related documents;
12. Perform 5S and maintain office area;
13. Other tasks and assignments related to the program/project as may be assigned.

**Minimum Qualifications:**

Education:	<b>Completion of 2 years studies in college</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>None required</b>

**Preferred Qualifications:**

Education:	<b>Completion of 2 years studies in college</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>None required</b>

Interested and qualified applicants should signify their interest in writing. 20 MAY 2023 Submit the following documents to the address below not later than

**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:

**MERLITA R. ODI**  
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)

**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: 17 MAY 2023