

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant I (SG-10) 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:	Project Administrative Assistant I (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-10
Place of Assignment:	DOST-GIA Project: "Functional Spunbonded Nonwovens for Agro-Industrial and Geo-Textile Applications" of the Research and Development Division - Chemicals, Dyes, Auxiliaries, and By-Products Utilization Section (RDD-CDABUS) DOST-PTRI, Bicutan Taguig City	Salary Rate:	PHP 27,811.00/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. 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 updates to Project Leaders and employees;
7. Conduct clerical revision of communications, agreements, and other documents of the project;
8. Prepare and facilitate official request of vehicle, gate pass, internal forms and documents, and accomplished of travel documents;
9. Retrieve, manage, release and control project incoming and outgoing documents within the prescribed the deadline;
10. Facilitate and monitor cash advance are liquidated within the prescribed deadline;
11. Draft and facilitate honoraria documents one month before end of each quarter of the project;
12. Perform 5S and maintain office area;
13. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project;
14. Keep and update in a digital and hard copy of all project-related documents;
15. Attend meetings as may be required by the Project Leader, the Research and Development Division (RDD), the PTRI, and the funding agency;
16. Keep an update program schedule/calendar including deadlines, activities, meeting, and other related assignments;
17. Other tasks and assignments related to the program/project may be assigned.

Minimum Qualifications:

Education:	Bachelor's degree
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Bachelor's degree
Experience:	None required
Related Training:	None required
Eligibility:	None required

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

01 JUN 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:

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


JENNELLE E. CAYA
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: **29 MAY 2023**