

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

**NOTICE OF VACANCY**

A notice is hereby given that the Project Administrative I (Clerk II) (SG-4) position from the Finance and Administrative Division - (FAD) is vacant (anticipated). The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Administrative I (Clerk II) (Contract of Service) (Anticipated Vacancy)</b>	Item No.:	<b>N/A</b>
		Salary Grade:	<b>SG-4</b>
Place of Assignment:	<b>DOST PTRI – GAA of the Finance and Administrative Division - Budget and Treasury Section (FAD-BTS)</b>	Salary Rate:	<b>PHP 18,703.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Preparation and monitoring of daily collections and issuance of official receipts from the receipt of Issued Order of Payment
2. Monitor unclaimed checks and inform suppliers via call and email
3. Perform secretariat functions such as routing of all incoming and outgoing documents
4. Record and file all pertinent documents and stamping of paid transactions including all attachments for endorsement to the Accounting Section
5. Perform other related tasks may be assigned from time to time.

**Minimum Qualifications:**

Education:	<b>Completion of two-year studies in college or High school Graduate with relevant vocational/trade course</b>
Experience:	<b>none required</b>
Related Training:	<b>none required</b>
Eligibility:	<b>none required</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's Degree relevant to the job</b>
Experience:	<b>Preferably with experience in Finance</b>
Related Training:	<b>8 hours of relevant training</b>
Eligibility:	<b>none required</b>

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

20 NOV 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:

**ROSE MARTHY B. ANGELES**

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.**  
Director IV

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 NOV 2023