

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

**NOTICE OF VACANCY**

A notice is hereby given that the Project Administrative Assistant II (SG-11) position from the Finance and Administrative Division (FAD) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Administrative Assistant II (Contract of Service)</b>	Item No.:	<b>FAD-GAA-01</b>
		Salary Grade:	<b>SG-11</b>
Place of Assignment:	<b>DOST-PTRI GAA Finance and Administrative Division - Chief Administrative Office (FAD-CAO)</b>	Salary Rate:	<b>PHP 36,029.00 /month</b>

**Brief Description of Duties and Responsibilities:**

1. Check/Pre-audit all documents for funding approval as to validity, completeness, correctness, and duly signed by other signatories prior to the approval of Chief-FAD
2. Prepare all presentation materials including accomplishment and other reports related to the functions of Chief-FAD using Canva.
3. Draft communication as requested by the Chief-FAD;
4. Records all incoming and outgoing documents of the Chief FAD;
5. Maintain inventory of supplies and prepare Purchase Request (PR) for supplies needed by the office of the Chief FAD
6. Review all Purchase Requests (PR) prior to the approval in the Procurement Management Information System (ProcMIS)
7. Assist and check Financial Data Entry System (FINDES) of employees' compensation and other benefits.
8. Facilitate liaisoning activities of PRMS
9. Assist and check employees' compensation and other benefits through weAccess
10. Keep an update for active and inactive records;
11. Assigned areas are unkept and maintained weekly;
12. Conduct clerical duties of all project-related documents;
13. Retrieved, manage, release, and maintain a comprehensive; records for all documents related to the task being assigned;
14. Performs other related duties that may be assigned by the Chief FAD

**Minimum Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>CS Professional (Second Level Eligibility)</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>Preferably with (2) Two years of relevant experience</b>
Related Training:	<b>(8) Eight hours of relevant training</b>
Eligibility:	<b>CS Professional (Second Level Eligibility)</b>

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **29 Dec 2024**:

**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**

Administrative Officer V  
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

**Sgd JULIUS L. LEAÑO, JR.**

Director IV

<p>Direct link: <a href="https://tinyurl.com/FAD-GAA-01">https://tinyurl.com/FAD-GAA-01</a></p> <p>or Scan the QR Code:</p>	
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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: 26-Dec-24