

**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 Finance and Administrative Division , Human Resource Management and Development Section (HRMDS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Administrative Assistant I (Contract of Service)</b>	Item No.:	<b>FAD-GAA-02</b>
		Salary Grade:	<b>SG-10</b>
Place of Assignment:	<b>DOST-PTRI GAA Finance and Administrative Division - Human Resource Management and Development Section (HRMDS)</b>	Salary Rate:	<b>PHP 30,703.00 /month</b>

**Brief Description of Duties and Responsibilities:**

1. Maintain and organize PRIME-HRM-related files, including assessment reports, compliance records, and accreditation documents;
2. Ensure all HR policies, procedures and manuals are properly documented and updated;
3. Prepare and draft compliance report and other requirements to the CSC;
4. Monitor deadlines and ensure timely submission of PRIME-HRM documentation;
5. Schedule and coordinate meetings related to PRIME-HRM activities;
6. Prepare meeting agendas, minutes of the meeting and action sheet;
7. Follow up on action items from PRIME-HRM related discussions and documentations;
8. Conduct weekly 5S activity; and
9. Perform other HR related activities.

**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 experience in Human Resource Management and PRIME-HRM</b>
Related Training:	<b>none required</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-02">https://tinyurl.com/FAD-GAA-02</a> 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: \_\_\_\_\_