

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

NOTICE OF VACANCY

A notice is hereby given that the Project Technical 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:	Project Technical Assistant II (Contract of Service)	Item No.:	FAD-06
		Salary Grade:	SG-11
Place of Assignment:	DOST-PTRI GAA Finance and Administrative Division - Engineering and General Services (FAD-EGS)	Salary Rate:	PHP 36,029.00/month

Brief Description of Duties and Responsibilities:

1. Prepare a Report of Official Travel per month;
2. Accomplish and monitor the Building Maintenance Checklist (FAD-PPGSS Form No. 33) for Elevator, Electrical, and Water per ISO;
3. Prepare and route for signature Disbursement Vouchers and Obligation Request Status for fixed services/utilities (Janitorial, Security, Electrical, Telephone and Water);
4. Prepared through the Procurement Management Information System (ProcMIS) and route for signature of the Purchase Requests for supplies, materials, and services needed for the Engineering and General Services Section;
5. Drafted and route for signature of all communication letters / memorandum and other official correspondences relevant to Engineering and General Services Section;
6. Draft the Authority to enter PTRI premises, route for approval, and e-mail to suppliers/stakeholders;
Prepare the Performance Evaluation of External Providers for Janitorial Services and Security Services, route for signature of Director and e-mail to the DOST Central Office;
7. Accomplish 5S of assigned work area weekly;
8. Attend in meetings as required by immediate supervisor, Chief, FAD and Director and perform other administrative concerns of various units/projects;
9. Attend all Flag Raising Ceremonies on every Monday and all Flag Lowering Ceremonies on every Friday.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	Preferably with Two (2) years of relevant experience
Related Training:	(8) Eight hours of relevant training
Eligibility:	Career Service (Sub-Professional) / First Level Eligibility

Preferred Qualifications:

Education:	Bachelor's Degree
Experience:	Preferably with experience in Project Management / Finance / Accounting
Related Training:	8 hours of relevant training
Eligibility:	Career Service (Sub-Professional) / First Level Eligibility

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **29 December 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) 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
Email address: cosrecruitment.dostptri@gmail.com

Sgd JULIUS L. LEAÑO, JR.

Director IV

Direct link:

<https://tinyurl.com/FAD-GAA-06>

or Scan the QR Code:



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

