

**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 - Procurement Section (FAD-PS) is vacant. The aforesaid position is proposed to be filled up immediately.

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Position Title:	<b>Project Administrative Assistant I (Contract of Service)</b>	Item No.:	<b>FAD-GAA-08</b>
		Salary Grade:	<b>SG-10</b>
Place of Assignment:	<b>DOST-PTRI GAA Finance and Administrative Division - Procurement Section (FAD-PS)</b>	Salary Rate:	<b>PHP 30,703.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Provide administrative support to the Procurement Unit of PPGSS.
2. Update the monitoring sheets of the Procurement Unit of PPGSS regularly from Purchase Request up to Disbursement Voucher. (GAA/GIA projects).
3. Receiving of Purchase Request (GAA/GIA) and PR numbering using the Procurement Monitoring Information System (ProcMIS).
4. Checking of Indicative Annual Procurement Plan and finalizing of Project Procurement Management Plan quarterly. (GAA/GIA projects)
5. Receiving and processing of approved documents such as Purchase Request, Request for Quotation, BAC Resolution, Purchase Order and Notice To Proceed.
6. Preparation of documentary requirements of Property Unit of PPGSS in compliance with ISO 9001:2015 Quality Management System
7. Routing of documents such as DOST Form No. 15, DOST Form No. 18
8. Prepare the summary of Purchase Order monthly.
9. Perform 5S and maintain the office area clean.
10. Perform other related tasks may be assigned from time to time.

**Minimum Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>CSC professional/ Second Level Eligibility</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>CSC 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 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](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

Direct link:

<https://tinyurl.com/FAD-GAA-08>

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

