

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

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Position Title:	Project Administrative Assistant II (Contract of Service)	Item No.:	FAD-GAA-09
		Salary Grade:	SG-11
Place of Assignment:	DOST-PTRI GAA Finance and Administrative Division - Procurement Section (FAD-PS)	Salary Rate:	PHP 36,029.00/month

Brief Description of Duties and Responsibilities:

- Support the Bids and Awards Committee (BAC 2) in carrying out all tasks related to procurement processes for contracts with an ABC between ₱50,000 to ₱1,000,000.
- Act as the primary assistant focal person in the preparation, monitoring, and implementation of procurement-related activities.
- Oversee the timely publication of post-procurement notices on the Philippine Government Electronic Procurement System (PhilGEPS) as required by law.
- Ensure accurate and complete posting of all relevant contract award details, notices of award, and other related post-procurement activities.
- Assist in drafting and reviewing BAC Resolutions for various procurement activities such as Negotiated Procurement, Small Value Procurement (SVP), Lease of Venue, Agency-to-Agency Agreements, Shopping, and Specialized Services.
- Ensure that all resolutions are in compliance with the procurement rules and regulations set forth by the Government Procurement Policy Board (GPPB) and the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.
- Ensure proper documentation of procurement processes from pre-bid to post-procurement stages, including meetings, resolutions, and notices.
Prepare the necessary documents for negotiation, bidding, and contract award, ensuring they meet the requirements outlined in the procurement plan.
- Monitor the progress of ongoing procurement processes and contracts under the purview of BAC 2
- Prepare performance reports, highlighting the status of procurement activities, delays, and any issues encountered, as well as recommend solutions or improvements for the efficient completion of processes.
- Ensure compliance with all relevant laws, rules, and regulations governing public procurement in the Philippines.
- Conduct regular checks to ensure that all procurement actions are performed in a timely, transparent, and accountable manner, and provide advice or corrective actions when needed.
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- Coordinate with the end-users, suppliers, and relevant government agencies to ensure the smooth flow of procurement activities.- Assist in addressing concerns or queries raised by suppliers and other stakeholders regarding the procurement process.
- Address and resolve all stakeholder concerns and queries related to procurement.
- Keep and update in a digital and hard copy all documentation and data of all BAC-related documents
- Accomplished 5S of Procurement Section Office and assigned work area.
- Attend in meetings as required by BAC Chairperson, all Division concerned, the supplier, and the Funding Agency.
- Attend in all Flag Raising Ceremonies every Monday and all Flag Lowering Ceremonies every Friday.

Minimum Qualifications:

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

Preferred Qualifications:

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

- Application letter;
- Comprehensive Resumé;
- 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;
- Authenticated/certified true copy* of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- 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

Sgd JULIUS L. LEAÑO, JR.
Director IV

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Direct link:

<https://tinyurl.com/FAD-GAA-09>



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

