

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

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Position Title:	Project Technical Assistant II (Contract of Service)	Item No.:	FAD-GAA-10
		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:

1. Prepare all Bids and Awards Committee (BAC) matters such as Abstract of Bids as Read, Abstract of Bids as Calculated, and BAC Resolution concerns, routed for signature, and provide assistance.
2. Encoded the status of procurement of equipment, supplies, and materials in the FAD-PPGSS Procurement Monitoring Sheets.
3. Facilitate all public bidding meetings within the reglementary period set by RA 9184.
4. Submit all action sheets to BAC Chairperson within the reglementary period set by RA 9184.
5. Prepare all Minutes of Meetings within the reglementary period set by RA 9184.
6. Communicate through telephone or email all concerns by suppliers.
7. Provide appropriate action such as retrieval, management, releasing, and controlling of all incoming and outgoing public bidding documents.
8. Properly keep and update in a digital and hard copy all the documentation and data of all BAC-related activities.
9. Accomplish 5S of PPGSS Office and assigned work area.
10. Attend in meetings as required by BAC Chairperson, all Division concerned, the supplier, and the Funding Agency.
11. 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:	Preferably with experience in Project Management / Government Procurement
Related Training:	(8) Eight hours of relevant training
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:

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

Sgd JULIUS L. LEAÑO, JR.

Director IV

Direct link:

<https://tinyurl.com/FAD-GAA-10>

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

