

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

Position Title:	Project Administrative Assistant II (Contract of Service)	Item No.:	FAD-GAA-18
		Salary Grade:	SG-11
Place of Assignment:	DOST-PTRI GAA Finance and Administrative Division - Human Resource Management and Development Section (FAD-HRMDS)	Salary Rate:	PHP 36,029.00 /month

Brief Description of Duties and Responsibilities:

1. Prepare Notice of Vacancies for the recruitment, selection, and placement of Contract of Service (COS) personnel with approved requests;
2. Organize, print and evaluate COS application documents for endorsement to Project Leader (PL) for shortlisting;
3. Schedule and facilitate interview of shortlisted COS applicants;
4. Prepare the matrices of the COS applicants for approval of PL and the Selection Committee;
5. Prepare, print and facilitate signing of Contract of Service for the selected COS applicant;
6. Prepare and update the COS database;
7. Collect and validate the COS personnel's HRMIS/DTR entries with corresponding attachments;
8. Prepare and facilitate processing of payrolls of salaries, benefits and honoraria of COS personnel;
9. Monitor the processing of payment of salaries and benefits, and provide update to PL and COS personnel;
10. Submit weekly reports in accordance with the prescribed format on every last day of the week;
11. Perform liaising functions relative to COS matters;
12. Conduct weekly 5S activity and maintain office area; and
13. Perform other HR related activities.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Bachelor's Degree
Experience:	Preferably with experience in Human Resource and Payroll preparation
Related Training:	None required
Eligibility:	Career Service (Sub-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 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 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-GIA-18>

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