

**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-20</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. Ensure the procurement of equipment, supplies, and materials for TSD GIA projects is tracked and updated daily in the PPGSS-PPMP Monitoring Sheet.
2. Coordinate the canvassing and processing of Purchase Requests (PRs) and Requests for Quotations (RFQs) for TSD GIA projects with an Approved Budget for the Contract (ABC) of ₱50,000.00 or below, ensuring timely completion within 7 working days, except when procurement is done through PS-DBM.
3. Encode and route the Approved Order of Commitment (AOC) for all TSD GIA projects within 2 days for signatures from the end-user, BAC, and TWG.
4. Prepare and route Purchase Orders (PO) for TSD GIA projects within 1 day from receipt of signed AOC and monitor the progress of deliveries
5. Ensure that conformed Purchase Orders (PO) for TSD GIA projects are photocopied and submitted to the Commission on Audit (COA) within 5 days of receipt via email
6. Submit weekly accomplishment reports every Friday by 6:00 PM.
7. Assist and facilitate the delivery of equipment, supplies, and materials charged under the TSD GIA project as needed.
8. Properly manage and route all incoming and outgoing procurement documents related to TSD GIA projects, ensuring they are filed weekly.
9. Accomplish 5S in the Procurement Section Office and assigned work area weekly.
10. Maintain 100% attendance in meetings as required by the Project Leader, the Finance and Administrative Division (FAD), the Technical Services Division (TSD), the DOST-PTRI, and the Funding Agency as needed.
11. Attend ten (10) Flag Raising Ceremonies every Monday at 8:00 AM and ten (10) Flag Lowering Ceremonies every Friday at 4:00 PM.
12. Perform 100% of clerical tasks assigned by the Head, Procurement Section as needed.

**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>at least 2 years of relevant experience</b>
Related Training:	<b>8 hours of relevant training</b>
Eligibility:	

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **30 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-20>

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: 27-Dec-24

