

**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.

Position Title:	<b>Project Administrative Assistant I (Contract of Service)</b>	Item No.:	<b>FAD-GAA-21</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. Encode and monitor daily the procurement status of equipment, supplies, and materials for all RDD GIA projects in the PPGSS-PPMP Monitoring Sheet.
2. Canvass and process Purchase Requests (PR) and Requests for Quotations (RFQ) for all RDD GIA projects with an Approved Budget for
3. Encode and route the Approved Order of Commitment (AOC) for all RDD GIA projects within 2 days for signatures from the end-user, BAC,
4. Prepare and route Purchase Orders (PO) for RDD GIA projects within 1 day from receipt of signed AOC and monitor the progress of
5. Photocopy and submit conformed Purchase Orders (PO) for RDD GIA projects to COA within 5 days of receipt via email
6. Submit ten (10) weekly accomplishment reports every Friday by 6:00 PM
7. Assist and facilitate the delivery of equipment, supplies, and materials charged under RDD GIA projects as needed.
8. Properly manage and route all incoming and outgoing procurement documents related to RDD GIA projects and ensure they are filed weekly.
9. Accomplish 5S in the Procurement Section Office and assigned work area weekly.
10. Attend meetings as required by the Project Leader, the Finance and Administrative Division (FAD), the Research • and Development Division
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 clerical tasks assigned by the Head of the 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>CS 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:	<b>CS 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 **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-21>

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

