

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 Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) 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>RDD-BT-8-PS-02</b>
		Salary Grade:	<b>SG-10</b>
Place of Assignment:	<b>DOST PCAARRD -GIA Project: Assessing the Environmental Footprint of Bamboo Textile Production: A Life Cycle Analysis (LCA) of the Bamboo Textile Fiber (BTF) Innovation Hubs of the Natural Fiber Utilization Section, Research and Development Division (NFUS-RDD)</b>	Salary Rate:	<b>PHP 30,703.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Implement and conduct project activities according to the approved workplan;
2. Input and monitor financial and project fund utilization in accordance to the RDD Secretariat Monitoring Sheet;
3. Submission of monthly, quarterly, terminal project financial reports and other necessary attachments in accordance to DOST-GIA formats within the prescribed timeline;
4. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
5. Facilitate weekly, monthly, and quarterly meetings and submission of action sheets within the prescribed deadline;
6. Facilitate communication with suppliers and acts as a liaison officer of the project;
7. Collect and validate HRMIS/DTR entries with corresponding attachments for Contract of Service (CoS)/Job Order (JO) personnel;
8. Prepare and facilitate the processing of payrolls of salaries and benefits for COS and JO personnel;
9. Monitor the processing of payment of salaries and benefits, and provide updates to Project Leaders and employees;
10. Retrieve, manage, release and control project incoming and outgoing documents within the prescribed the deadline;
11. Facilitate and monitor cash advances are liquidated within the prescribed deadline;
12. Draft and facilitate honoraria documents one month before the end of each quarter of the project;
13. Perform 5S and maintain office area;
14. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project;
15. Conduct monthly/quarterly inventory of supplies and materials procured by the project;
16. Keep and update a digital and hard copy of all project-related documents;
17. Other tasks and assignments related to the program/project may be assigned;
18. Attend meetings as may be required by the Project Leader, the Research and Development Division (RDD), the PTRI, and the funding agency.

**Minimum Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>None Required</b>
Related Training:	<b>None Required</b>
Eligibility:	<b>None Required</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>None Required</b>
Related Training:	<b>None Required</b>
Eligibility:	<b>CSC Professional/ Second Level</b>

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

**30-Dec-24**

**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/RDD-BT-8-PS-02>

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**