

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant V (SG-14) position from the Office of the Director (OD) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Assistant V (Contract of Service)	Item No.:	OD-GAA-01
		Salary Grade:	SG-14
Place of Assignment:	DOST- PTRI GAA Office of the Director (OD)	Salary Rate:	PHP 44,429.00/month

Brief Description of Duties and Responsibilities:

1. Establish, track, update, and analyze tracking of assignments through Administrative Order, Memorandum, notes or verbal instructions;
2. Draft correspondences in/for routine/template answers;
3. Monitor, update, and analyze functional objectives of the Division and other Institutional commitments/accomplishments;
4. Document, compile, and analyze clients of the Office of the Director;
5. Facilitate and coordinate local and foreign travel documents of the Director;
6. Respond to the inquiries of internal and external clients thru email and phone call;
7. Submit weekly reports in accordance with the prescribed format on every last day of the work week;
8. Facilitate and monitor the procurement of supplies and materials;
9. Facilitate, track, and update the liquidation and reimbursement of the Director; and
10. Perform other related duties as may be assigned from time to time.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	(1) one year of relevant experience
Related Training:	(4) four hrs of relevant training
Eligibility:	CS Professional (Second Level Eligibility)

Preferred Qualifications:

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

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **27 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://bit.ly/OD-GAA-01	
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: 23-Dec-24

