

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

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant II (SG-11) position from the Office of the Director (OD) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant II (Contract of Service)	Item No.:	OD-GAA-02
		Salary Grade:	SG-11
Place of Assignment:	DOST- PTRI GAA Office of the Director (OD)	Salary Rate:	PHP 36,029.00/month

Brief Description of Duties and Responsibilities:

- Facilitate and coordinate the schedule of external meetings and travel of the Director
- Initiate and facilitate dialogue and communication with target partners and stakeholders;
- Monitor, review, and comment on the incoming Memorandum of Agreement, Memorandum of Understanding, Joint Research Undertaking, and other contracts;
- Facilitate regional engagements as part of being the Focal Secretariat of the project titled FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions;
- Draft and submit travel reports and other pertinent documents in relation with the travel of the Director;
- Submit weekly reports in accordance with the prescribed format on every last day of the work week;
- Facilitate the incoming and outgoing documents in TRACE;
- Facilitate the clearances of the approved purchase request at the secretary and Director's accounts in ProcMIS; and
- Perform other tasks and assignments as may be assigned from time to time.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	none required
Related Training:	none required
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:

- Application letter;
- Comprehensive Resumé;
- 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;
- Authenticated/certified true copy* of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- 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/OD-GAA-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: 23-Dec-24

