

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

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant IV (SG-13) position from the Office of the Director, Planning and Information and Communication Technology Staff (OD-PICTS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant IV (Project Management Officer) (Contract of Service)	Item No.:	PICTS-GAA-01
		Salary Grade:	SG-13
Place of Assignment:	DOST-GAA Project titled: Enhancement and Maintenance of the PTRI ICT Infrastructure (OD-PICTS)	Salary Rate:	PHP 41,305.00/month

Brief Description of Duties and Responsibilities:

1. Coordinate and monitor the submission of the physical and financial reports of the GIA projects to the Monitoring and Funding Agencies;
2. Coordinate with the Project Leaders or Project Staff on the submission of the projects' reports;
3. Compile, organize, and maintain the records (soft and hard copies) of the reports and other relevant data and information relating to the GIA projects.;
4. Assist in the conduct of evaluations and meetings relating to the GIA projects including but not limited to the preparation of the meeting room, and scheduling;
5. Prepare and transcribe the highlights of the GIA projects review and evaluation;
6. Coordinate with Project staff and submit the highlights of GIA projects' accomplishments per quarter;
7. Assist in the planning activities and monitoring of the project's targets, workplan, and budget;
8. Consolidate and compile the highlights of the project quarterly accomplishments;
9. Perform other related tasks as may be assigned.
 - a. Prepare and submit bi-weekly reports of activities
 - b. Perform housekeeping of the workplace
 - c. Receive and release correspondences and documents and conduct other clerical works

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:	CS Professional (Second Level Eligibility)

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://tinyurl.com/PICTS-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